

## Master Syllabus

### **BIS 1100 - Introduction to Keyboarding**

**Division:** Business and Public Services

**Department:** Business Information Systems

**Credit Hour Total:** 2.0

**Lecture Hrs:** 2.0

**Date Revised:** June 2014

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### **Course Description:**

Students will learn and develop "touch" keyboarding skills, including the ten-key numeric keypad. (By the end of the course, students must perform keyboard speed and accuracy on three-minute timed writings at a minimum of 20 wpm with three or fewer errors.) Traditional testing (proctored or in Testing Center) is used in all online sections.

### **General Education Outcomes:**

- ▣ Values/Citizenship/Community Competency
- ▣ Computer Literacy Competency

### **Course Outcomes:**

#### **System Software**

Utilize system software and data management skills.

**Assessment Method:** Behavioral observations

**Performance Criteria:**

Score of 75% or higher on department-developed rubric

#### **"Touch" Technique Keyboarding**

Demonstrate "touch" technique keyboarding of all keys, including the ten-key numeric keypad.

**Assessment Method:** Behavioral observations

**Performance Criteria:**

Score of 75% or higher on department-developed rubric

#### **Keyboard Speed & Accuracy**

Perform three-minute timed writings at a minimum of 20 wpm with three or fewer errors.

**Assessment Method:** Locally developed exams

**Performance Criteria:**

Perform three-minute timed writings at a minimum of 20 wpm with three or fewer errors

**Assessment Method:** Simulations

**Performance Criteria:**

Score of 75% or higher on assignments

### **Outline:**

"Touch" technique keyboarding  
Keyboard speed & accuracy