

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

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
- ▣ Computer Literacy

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