

## Master Syllabus

### BIS 1200 - Keyboarding & Document Formatting I

**Division:** Business and Public Services

**Department:** Business Information Systems

**Credit Hour Total:** 2.0

**Lecture Hrs:** 2.0

**Prerequisite(s):** BIS 1100

**Date Revised:** May 2017

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#### Course Description:

Students will learn word processing software and continue development of personal computer skills; format and produce reports, letters, memos, multiple-column tables and other business documents. (By the end of the course, students must perform keyboard speed and accuracy on five-minute timed writings of 35 wpm with five or fewer errors.) Traditional testing (proctored or in Testing Center) is used in all online sections.

#### General Education Outcomes:

- ▣ Critical Thinking/Problem Solving
- ▣ Values/Citizenship/Community
- ▣ Computer Literacy

#### Course Outcomes:

##### Keyboard Speed & Accuracy

Perform five-minute timed writings at a minimum of 35 wpm with five or fewer errors.

**Assessment Method:** Behavioral observations

**Performance Criteria:** Score of 75% or higher on department-developed rubric

**Assessment Method:** Locally developed exams

**Performance Criteria:** Perform five-minute timed writings at a minimum of 35 wpm with five or fewer errors

**Assessment Method:** Simulations

**Performance Criteria:** Score of 75% or higher on assignments

##### Document Formatting

Format business documents in a mailable business format.

**Assessment Method:** Locally developed exams

**Performance Criteria:** Score of 75% or higher on department-developed production tests

**Assessment Method:** Simulations

**Performance Criteria:** Score of 75% or higher on assignments

##### Word Processing Software

Use word processing software to create mailable business documents.

**Assessment Method:** Locally developed exams

**Performance Criteria:** Score of 75% or higher on department-developed production tests

**Assessment Method:** Simulations

**Performance Criteria:** Score of 75% or higher on assignments

#### Outline:

Keyboard speed & accuracy Document formatting Word processing software