

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

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

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