

## Master Syllabus

### BIS 1201 - Keyboarding & Document Formatting

**Division:** Business and Public Services

**Department:** Business Information Systems

**Credit Hour Total:** 3.0

**Lecture Hrs:** 3.0

**Date Revised:** February 2016

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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 30 wpm with three or fewer errors. Students will learn to use word processing software to format and produce reports, letters, memos, and other business documents. Traditional testing (proctored or in Testing Center) is used in all online sections.

#### General Education Outcomes:

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

#### Course Outcomes:

##### "Touch" Technique Keyboarding

Demonstrate "touch" 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

**Assessment Method:** Locally developed exams

**Performance Criteria:**

Score of 75% or higher on department developed quizzes/exams.

##### Keyboard Speed and Accuracy

Perform three-minute timed writings at a minimum of 25 wpm with three or fewer errors.

**Assessment Method:** Locally developed exams

**Performance Criteria:**

Perform three-minute timed writings at a minimum of 25 wpm with three or fewer errors.

**Assessment Method:** Simulations

**Performance Criteria:**

Score 75% or higher on assignments.

##### System Software

Utilize system software and data management skills.

**Assessment Method:** Behavioral observations

**Performance Criteria:**

Score 75% or higher on department-developed rubrics

##### Document Formatting

Format business documents in a mailable business format.

**Assessment Method:** Locally developed exams

**Performance Criteria:**

Score 75% or higher on department-developed production tests

#### Outline:

"Touch" technique keyboarding  
Keyboarding speed and accuracy  
Basic document formatting using word processing software