

## Master Syllabus

### BIS 1300 - Keyboarding & Document Formatting II

**Division:** Business and Public Services

**Department:** Business Information Systems

**Credit Hour Total:** 2.0

**Lecture Hrs:** 2.0

**Prerequisite(s):** BIS 1200

**Date Revised:** May 2017

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#### Course Description:

Students will use word processing software to produce correctly formatted letters and memos, complicated tables, reports and other business documents; and continue development of personal computer keyboarding speed and accuracy skills. (By the end of the course, students must perform keyboard speed and accuracy on five-minute timed writings of 50 wpm with five or fewer errors.)

#### General Education Outcomes:

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

#### Course Outcomes:

##### Document Formatting

Produce mailable formatted letters and memos, complicated tables, reports, and other 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

##### Keyboard Speed & Accuracy

Perform five-minute timed writings at a minimum of 50 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 50 wpm with five or fewer errors

**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  
Advanced document formatting  
Word processing software