

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

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