

# COURSE SYLLABUS

<b>Course Title:</b>	Keyboarding for Information Processing	<b>Date submitted:</b>	March 2014 (AAC: 14-29)
<b>Department:</b>	Business and Technology		
<b>Curriculum:</b>	Business Office Technology		
<b>Course Descriptors:</b> Make certain that the course descriptors are consistent with college and Board of Trustees policies, and the current course numbering system.	<b>Course Code:</b> (eg. ACC 101)	BOT*111	<b>Prerequisites:</b>  None
	<b>Course Type:</b>	L	
	A: Clinical B: Lab D: Distance Learning I: Individual/Independent L: Lecture N: M: Seminar Internship P: Practicum U: Studio X: Combined Lecture/Lab Y: Combined Lecture/ Clinical/Lab Z: Combined Lecture/Studio		
	<b>Elective Type:</b>	G	<b>Corequisites:</b>  None
	E: English FA: Fine Arts HI: History HU: Humanities LAS: Liberal Arts & Sciences FL: Foreign Language M: Math S: Science SS: Social Science G: General		
	<b>Credit Hours:</b>	3	
	<b>Developmental:</b> (yes/no)	No	
	Lecture:	3	
	Clinical:	0	
	Lab:	0	
<b>Contact Hours:</b>	0		
Studio:	0		
Other:	0		
TOTAL:	3	<b>Other Requirements:</b>  None	
<b>Class Maximum:</b>	24		
<b>Semesters Offered:</b>	F/Sp		
<b>Catalog Course Description:</b>	An introduction to the keyboard. The student will learn to keyboard by the touch method covering the entire letter, figure, and symbol reaches. The course will also provide the student with applications of their keyboarding skill. This will be in the form of both accuracy and speed development and in the following basic word processing skills: create, format, save, print and open a document. Other basic formatting applications such as centering copy horizontally and vertically, proper word division and personal and business correspondence will also be emphasized. All course work is to be completed on an IBM compatible pc. This is a touch-typing course at the beginning level of skill designed to familiarize the student with the keyboard and correct keyboarding techniques.		
<b>Topical Outline:</b> List course content in outline format.	<ol style="list-style-type: none"> <li>1. Teaching the Keyboard: Alphabetic, number and symbol keys</li> <li>2. Utilizing tutorial software</li> <li>3. Utilizing timed writing features</li> <li>4. Word Processing Basics</li> <li>5. Business Letter Formats</li> <li>6. Simple Reports</li> <li>7. Editing Business Documents</li> <li>8. Proofreading skills</li> </ol>		

<p><b>Outcomes:</b> Describe measurable skills or knowledge that students should be able to demonstrate as evidence that they have mastered the course content.</p>	<p><b>Upon successful completion of this course, the student will be able to do the following:</b></p> <p><b>COURSE:</b></p> <ol style="list-style-type: none"> <li>1. keyboard with speed and accuracy that meets industry standards - (Demonstrate the ability to keyboard at the MINIMUM rate of 25 words per minute for 3 minutes with 3 or fewer errors.)</li> <li>2. create documents utilizing the basic word processing functions of create, save, edit, print and retrieve</li> <li>3. create basic business documents such as business and personal letters, memos, reports with multiple pages, footnotes and bibliography</li> <li>4. create documents utilizing advanced functions of centering, tabulations, center page and other tools</li> <li>5. utilize time efficiently and organize materials as directed</li> </ol> <p><b>PROGRAM:</b> <i>(Numbering reflects Program Outcomes as they appear in the college catalog)</i></p> <p><b><u>Business Office Technology A.S.; Business Office Technology: Medical Option</u></b></p> <ol style="list-style-type: none"> <li>1. understand and apply terminology used in today's technological business office; and organize, maintain, interpret, and communicate information using computers when appropriate</li> <li>2. keyboard with speed and accuracy that meets industry standards, key and format business documents and demonstrate proofreading skills</li> <li>5. demonstrate decision-making ability; acquire and utilize information to solve problems; demonstrate computer knowledge; communication skills and business procedures using ability-based projects; and demonstrate responsibility, positive attitude, self-management, honesty, and confidentiality</li> </ol> <p><b>GENERAL EDUCATION:</b> <i>(Numbering reflects General Education Outcomes as they appear in the college catalog)</i> None</p>
<p><b>Evaluation:</b> List how the above outcomes will be assessed.</p>	<p><b>Assessment will be based on the following criteria:</b></p> <p>Timed straight copy for accuracy/speed/technique—accurate key reaches utilizing correct keying technique. Proficient use of KeyPro software, including open screen. Proficiency in keying edited copy, mastery of proofreader marks/application of same; basic word processing competencies: create, edit, format documents; save, preview and print documents; application of format functions such as page numbers, long quotations, references, tabs and center page.</p>
<p><b>Instructional Resources:</b> List library (e.g. books, journals, on-line resources), technological (e.g. Smartboard, software), and other resources (e.g. equipment, supplies, facilities) required and desired to teach this course.</p>	<p><b>Required:</b> Computer lab <b>Desired:</b> None</p>
<p><b>Textbook(s)</b></p>	<p>Refer to current academic year printout.</p>