General Information

Date
03/28/2017

Department
Business

Course Prefix:
BUS

Course Number:
111

Course Title:
Computer Keyboarding

Course Information

Credit Hours
1

Lecture Contact Hours
1

Catalog Description
A seven-week course to develop "touch" keyboarding skills. It is designed for students entering a variety of occupational fields that utilize the keyboard to input information. Concentration is placed on correct techniques, accuracy, and speed building of alphabetic and numeric characters. Assignments and timed speed drills form the basis for grading.

Grading Scheme
Pass/Fail

FLCC Values

College Learning Outcomes Addressed by the Course
Perseverance

Course Learning Outcomes

Course Learning Outcomes
1 : Demonstrate the proper touch-typing techniques for alphabetic and numeric keys.
2 : Utilize correct posture and keyboarding qualities.
3 : Increase both speed and accuracy while performing timed typing tests.

Program Affiliation
This course is required as a core program course in the following program(s)

AAS Paralegal
Applied Computer Applications Certificate

Outline of Topics Covered

Outline of Topics Covered in Course

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