Course Syllabus

Department: Business

Date: 10/13

I. Course Prefix and Number: BUS 113

Course Name: College Keyboarding I

Credit Hours and Contact Hours: 3 credit hours, 4 contact hours

Catalog Description including pre- and co-requisites: supporting data required for grade prerequisite of ‘C’ or higher.

This course integrates the microcomputer; the leading-edge technology, Windows®; and primary word processing application software to develop keyboarding skills. Students learn the alphabetic, numeric and symbol characters, and the keypad by the “touch” method. Also included is formatting and editing of simple business/personal correspondence, reports, term papers, and tables. The desired speed at the end of the course for the Administrative Professional major is 30 words per minute and 20 words per minute for all other majors.

Relationship to Academic Programs and Curriculum including SUNY Gen Ed designation if applicable:

This course provides the students with the foundation of keyboarding so students may continue to be successful in several other required courses in the A.A.S. Administrative Professional degree and certificate programs. Keyboarding is an essential skill for graduates of these majors to be successful in the business world.

II. Course Student Learning Outcomes: State the student learning outcome(s) for the course (e.g. Student will be able to identify…)

Students will:

- Apply the championship keyboarding technique.
- Keyboard the alphabet, symbol and number row, and numeric keypad by “touch”.
- Keyboard at the accuracy levels desired.
- Keyboard basic business and personal correspondence, envelopes, memorandums, reports, and tables.
- Apply correct format to unarranged business material.
- Utilize correct Microsoft Word functions for production of business materials.

College Learning Outcomes Addressed by the Course: (check each College Learning Outcome addressed by the Student Learning Outcomes)
III. Assessment Measures (Summarize how the college and student learning outcomes will be assessed): For each identified outcome checked, please provide the specific assessment measure.

<table>
<thead>
<tr>
<th>List identified College Learning Outcomes(s)</th>
<th>Specific assessment measure(s)</th>
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</thead>
<tbody>
<tr>
<td>eg: writing</td>
<td>eg: student will complete a research paper</td>
</tr>
<tr>
<td>Reading</td>
<td>Interpretation of assigned textbook materials, directions in the software, and exams will assess reading.</td>
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<tr>
<td>Computer literacy</td>
<td>Tests and assignments will assess computer literacy.</td>
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<tr>
<td>Critical thinking</td>
<td>Through testing and assignments students will applying correct formats to unarranged material.</td>
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IV. Instructional Materials and Methods

Types of Course Materials:

Textbook(s)
Computer software
Computer assisted software

Methods of Instruction (e.g. Lecture, Lab, Seminar …):

Lecture
Discussions
Individualized Instruction
Demonstrations

V. General Outline of Topics Covered:

I. Alphabetic Keyboard
II. Figure and Symbol Keys
III. Numeric Key Pad
IV. Keyboarding Skill
V. Entering and Editing Text
VI. Correspondence
VII. Reports
VIII. Tables

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