Course Syllabus

Department: Business

Date: 10/13

I. Course Prefix and Number: BUS 114

   Course Name: College Keyboarding II

   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 application software to refine keyboarding skills. Emphasis is also placed on formatting and the development of speed and accuracy in preparing advanced business correspondences, reports, tabulations, and other business documents. The desired speed at the end of the semester is 45 words per minute. Note: Students are required to have basic keyboarding knowledge and the ability to format basic documents, if not students must take BUS 113 College Keyboarding I.

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

This course is required for students matriculated in the A.A.S. Administrative Professional degree and Administrative Professional 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 be able to:

- Organize and apply advanced formatting to the following documents from unarranged copy: letters, formal reports, memos itineraries, agendas, minutes of meetings, tables, resumes two-column newspapers.
- Proofread in order to produce mailable copy.
- Keyboard at the speed and accuracy levels desired for the course.
- Utilize Microsoft Word functions to produce business documents.

College Learning Outcomes Addressed by the Course: (check each College Learning Outcome addressed by the Student Learning Outcomes)

- [ ] writing
- [ ] oral communications
- [X] reading
- [ ] computer literacy
- [ ] ethics/values
- [ ] citizenship
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>
</tr>
</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>
</tr>
<tr>
<td>Computer literacy</td>
<td>Tests and assignments will assess computer literacy.</td>
</tr>
</tbody>
</table>

IV. Instructional Materials and Methods

Types of Course Materials:

- Textbook(s)
- Microsoft Word software
- Keyboarding software

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

- Lecture
- Discussions
- Individualized Instruction
- Demonstrations

V. General Outline of Topics Covered:
The following are the various topics to be covered in the course:

1. Keyboarding skill
2. Letters
3. Formal reports
4. Memos
5. Itineraries
6. Agendas
7. Minutes of meetings
8. Tables
9. Resumes
10. Two-column newspapers