Course Syllabus

Department: Business

Date: 10/13

I. Course Prefix and Number: BUS 111

Course Name: Computer Keyboarding

Credit Hours and Contact Hours: 1 credit hour, 2 contacts

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

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. Not open to Administrative Professional students. (Satisfactory or Unsatisfactory grade.)

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

This course is taken by the non-administrative professional degree and certificate students entering a variety of careers. Therefore, the course is not part of the Administrative Professional degree or Administrative Professional certificate programs.

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

Upon completion of this course students will be able to:

- Keyboard by “touch” the alphabetic keyboard and numeric keypad.
- Utilize the correct keyboarding techniques.

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

☐ writing  X computer literacy
☐ oral communications  ☐ ethics/values
X reading  ☐ citizenship
☐ mathematics  ☐ global concerns
☐ critical thinking  ☐ information resources

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>
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<tr>
<td>Reading</td>
<td>Interpretation of assigned textbook materials, directions in the software lessons, and exams will assess reading.</td>
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<tr>
<td>Computer Literacy</td>
<td>Completed software lessons and homework will demonstrate computer literacy.</td>
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IV. Instructional Materials and Methods

Types of Course Materials:

Textbook
Computer assisted software

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

Lecture
Individualized instruction
Tests

V. General Outline of Topics Covered:

The following represents the various topics to be covered in the course:

I. Correct Technique, Home Row, Space Bar, Enter, I
II. E and N
III. Review
IV. Left Shift, H, T, Period
V. R, Right Shift, C, O
VI. W, Comma B,P
VII. Review
VIII. G, Question Mark, X, U
IX. Q, M, V, Apostrophe
X. Z, Y, Quotation Mark, Tab
XI. Keyboarding Mastery Review
XII. Numeric Keypad
   A. 4, 5, 6, and Enter
   B. 7, 8, 9
   C. 1, 2, 3
   D. Decimal Point