Course Syllabus

Department: Business

Date: 10/13

I. Course Prefix and Number: BUS 112

   Course Name: Computer Keyboarding Improvement

   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.

   The course, which is designed to improve students' typing speed and accuracy, integrates the microcomputer and the leading-edge technology, Windows®. The seven-week course is based on a diagnostic approach for improving keyboarding skills. Each unit consists of pretests, timings, individualized assignments based on each student's weaknesses, and post-test timings for evaluation and measurement of improvement. The course is graded on a Satisfactory or Unsatisfactory basis. Prerequisite: BUS 111 or equivalent, BUS 113 or equivalent.

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

For Administrative Assistant and Paralegal graduates keyboarding is an essential skill. This course will aid the student in developing a professional competency demanded 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...)

Upon completion of this course each student will:

- Demonstrate championship keyboarding techniques.
- Demonstrate improvement in accuracy and keyboarding speed on timed tests.

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

☐ writing
☐ oral communications
X reading
☐ mathematics
☐ critical thinking

X computer literacy
☐ ethics/values
☐ citizenship
☐ global concerns
☐ 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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<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
Demonstration
Individualized instruction

V. General Outline of Topics Covered:

I. Course Process
II. Diagnostic Charts
III. Championship Keyboarding Technique
IV. Drills
V. Timed Writings
VI. Diagnostic Tests
VII. Skill Development Paragraphs
VIII. Accuracy Studies
IX. Speed Studies