JAMESTOWN COMMUNITY COLLEGE
State University of New York

Master Course Syllabus

Course Title: College Keyboarding

Course Abbreviation and Number: BUS 1220

Credit Hours: 3   **Division:** SSBU   **Course Type:** Lecture

Course Description: Students will master the keyboard and develop skills and techniques in accuracy, proofreading, speed, and document production. Basic letters, one-page reports and a variety of business documents are introduced and keyed using the computer. Skill building is emphasized through individualized instruction.

No prerequisites.

Course Attributes: C,E

(C=Career, E=Elective, H=Humanities, L=Liberal Arts & Sciences, N=Mathematics/Sciences, S=Social Sciences; VEDP=Values, Ethics & Diverse Perspectives) 4-letter codes represent SUNY General Education Courses, please see below to determine which SUNY General Education requirement(s) is met.

Student Learning Outcomes:
After successfully completing this course, the student should be able to:
1. Given textbook material and handouts, the student will key the material without looking at the keyboard.
2. At the end of the semester, 75% of the students will demonstrate speed and accuracy by keying a minimum of 35 wpm with no more than one error per minute.
3. Produce documents with limited directions from the instructor – given directions at the beginning of the assignment, the student will complete the task by selecting the appropriate process.
4. Given draft copies, the student will key the material making appropriate corrections.
5. Use the basic formats of Microsoft Word to create documents, enter and edit text, center pages, align text, set margins, and set tabs.

Additional Student Learning Outcomes that meet SUNY General Education Requirements:
Does this course meet a SUNY General Education requirement(s)? ☐ Yes   ☒ No

Topical Outline:
- Know Your Computer
- Know Your Software
- Learn to Operate the Keyboard
  - Letter Keyreaches
  - Figure Keyreaches
  - Keyboard Mastery
  - Symbols
- Formatting Basic Business Documents

Signatures and Dates:

Discipline Director: __James J. Chimenti__   **Date: 10/26/09**

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Please type, or write, in your name and date and forward via email to your assistant dean and academic affairs assistant.

Assistant Dean: *Jeanne S. Johnston*   **Date:** 11/4/2009

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Please type, or write, in your name and date and forward via email to the assistant to the dean of academic affairs.

Academic Affairs: CR   **Date:** 11/4/2009

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Effective Date: Fall 2009