BIS 1100

Introduction to Keyboarding

2016 -2017

Course Title:	Introduction to Keyboarding
Course Number:	BIS 1100
Credit Hours:	2
Prerequisite(s):	None
Course Description:	Mastery of basic computer skills, "touch" keyboarding using keyboarding software and basic Windows functions of the personal computer. Minimum of 20 words per minutes (wpm). *Out-of-class lab work to improve keyboarding speed is required.*
Textbook:	*Gregg College Keyboarding & Document Processing: Microsoft Office 2013*; Lessons 1-60; Ober, Johnson, Zimmerly; McGraw-Hill, 11th Edition, 2011.
Technical Requirements:	Internet connection to access FreeTypingGame.net.

Instructor:	Karen E. O'Neal
Department:	Business Information Systems
Course Email:	karen.oneal@sinclair.edu
Phone or text:	937-474-6727
Office Location:	Adjunct Faculty Office Building 13 Room 223
Office Hours or Site Visits:	By appointment

COURSE COMPETENCIES

- Identify and describe the components of a computer system
- Identify and explain basic system software uses
- Demonstrate the use of the graphical user interface
- Develop the "touch-control" keyboarding skill on the alphabetic and numeric keys of the personal computer
- Use the basic functions of the keyboarding software to create, save, and print assignments and timed writings
- Demonstrate the ability to reach a minimum of 20 words per minutes on selected alphabetic copy (3-minute timed writings) with minimum accuracy of three (3) errors
- Develop proofreading and editing skills