BIS 1200

Keyboarding and Document Formatting

2016 -2017

Course Title:	Keyboarding and Document Formatting
Course Number:	BIS 1200
Credit Hours:	2
Prerequisite(s):	BIS 1200
Course Description:	Production of multiple-column tables, various letter styles, outlines, manuscripts and business documents suing proper business format on a microcomputer. A minimum speed of 35 wpm with 5 errors or less in a 5-minute timing should be attained.
Textbook:	Follow the PBA (Professional Business Associates) rules on document formatting. Requirements are located in the course shell.
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

- Keyboard a minimum of 35 wpm on 5-minute straight copy timed writings with 5 or fewer errors. (Minimum of three timed writings must be passed within a certain grade range to achieve that grade.)
- Key with confidence various forms of letters, manuscripts, outlines, tabulations, and other forms used in business utilizing a microcomputer and Microsoft Word 2013
- Proofread, spell and punctuate correctly. Correct all errors in the proficiency tests documentation
- Develop ability to follow directions, improve communication skills and improve production-keyboarding skills.