Master Syllabus

BIS 1100 - Introduction to Computers & Keyboarding

Division: Business and Public Services

Department: Business Information Systems

Credit Hour Total: 2.0   **Lecture Hrs:** 2.0

Date Revised: February 2014

Course Description:

Students will learn: computer terminology and basic computer skills (such as file management), understand basic operating system terminology and learn the graphical user interface; students will learn the development of "touch" keyboarding, including the ten-key numeric keypad. (By the end of the course, student must perform keyboard speed and accuracy on three-minute timed writings at a minimum of 20 wpm with three or fewer errors.) Traditional testing (proctored or in Testing Center) is used in all online sections.

General Education Outcomes:

- Values/Citizenship/Community
- Computer Literacy

Course Outcomes:

System Software
Identify and explain basic system software uses, define operating system terminology, and demonstrate use of the graphical user interface.

> **Assessment Method:** Locally developed exams
> **Performance Criteria:** Score of 75% or higher on exams

"Touch" Technique Keyboarding
Demonstrate "touch" technique keyboarding of all keys, including the ten-key numeric keypad.

> **Assessment Method:** Behavioral observations
> **Performance Criteria:** Score of 75% or higher on department-developed rubric

Keyboard Speed & Accuracy
Perform three-minute timed writings at a minimum of 20 wpm with three or fewer errors.

> **Assessment Method:** Locally developed exams
> **Performance Criteria:** Perform three-minute timed writings at a minimum of 20 wpm with three or fewer errors

> **Assessment Method:** Simulations
> **Performance Criteria:** Score of 75% or higher on assignments

Computer Hardware
Identify and describe the components of a computer system.

> **Assessment Method:** Locally developed exams
> **Performance Criteria:** Score of 75% or higher on exams

Outline:

Computer hardwareSystem software"Touch" technique keyboardingKeyboard speed & accuracy