



MASTER COURSE OUTLINE

Prepared By: Daneen Berry-Guerin

Date: February 2014

COURSE TITLE

Advanced Keyboarding

GENERAL COURSE INFORMATION

Dept.: BIM

Course Num: 106

(Formerly: OFF101)

CIP Code: 52.0404

Intent Code: 21

Program Code: 547

Credits: 1-3

Total Contact Hrs Per Qtr.: 22-66

Lecture Hrs:

Lab Hrs: 22-66

Other Hrs:

Distribution Designation: General Elective (GE)

COURSE DESCRIPTION (as it will appear in the catalog)

This course gives emphasis to improving keyboarding speed and accuracy.

PREREQUISITES

BIM104

TEXTBOOK GUIDELINES

Keyboarding/Skillbuilding text as decided by BIM Faculty (Example: *Skillbuilding: Building Speed & Accuracy on the Keyboard*, by Eide, Rieck, and Klemin.)

COURSE LEARNING OUTCOMES

Upon successful completion of the course, students should be able to demonstrate the following knowledge or skills:

1. Operate keys by touch
2. Key material with no more than 1 error per minute at the minimum competency speed for each module

INSTITUTIONAL OUTCOMES

IO3 **Human Relations/Workplace Skills:** Students will be able to demonstrate teamwork, professionalism, and/or workplace specific skills.

COURSE CONTENT OUTLINE

1. Skillbuilding – minimum competency speed = 36 wpm
2. Skillbuilding – minimum competency speed = 40 wpm
3. Skillbuilding – minimum competency speed = 44 wpm

DEPARTMENTAL GUIDELINES (optional)

The syllabus must contain evaluation/grading guidelines, class environment/expectations/rules, course learning outcomes, and a disability services statement. A schedule must be provided to students that contains content covered (text chapters, topics, etc.), tentative test dates (to include final date/time). If an LMS or similar site is used for the course, it must be created following the Quality Matters (QM) principals outlined in the QM workbook questions. These documents should be reviewed with the BIM instructor at least two weeks prior to class start.

DIVISION CHAIR APPROVAL

DATE