SYLLABUS

DIVISION: Business and Engineering Technology   **REVISED:** Spring/2014

CURRICULA IN WHICH COURSE IS TAUGHT: Business Management

COURSE NUMBER AND TITLE: AST 117 Keyboarding for Information Processing

CREDIT HOURS: 1 **HOURS/WK LEC:** 1 **HOURS/WK LAB:** N/A **LEC/LAB COMB:** N/A

I.   CATALOG DESCRIPTION: This course teaches the alphabetic keyboard and 10-key pad. The course also develops correct keying techniques

II.   RELATIONSHIP OF THE COURSE TO CURRICULA OBJECTIVES:

Utilize industry standard computer software products in business communication media such as written reports and business plans using word processing software(i.e., Microsoft Word) and business presentations using presentation software (i.e, Microsoft PowerPoint).

III.   REQUIRED BACKGROUND/PREREQUISTIES: N/A

IV.   COURSE CONTENT:

- Proper keying technique
- Alphabetic keys
- Figure and symbol keys
- 10-key pad
- Correct spacing and punctuation
- Developing speed and accuracy

V.   THE FOLLOWING GENERAL EDUCATION OBJECTIVES WILL BE ADDRESSED IN THIS COURSE (Place X by all that apply)

x	Communication		Personal Development
	Critical Thinking		Quantitative Reasoning
	Cultural and Social Understanding		Scientific Reasoning
x	Information Literacy		

VI. LEARNER OUTCOMES

Learner outcome (starts with verb)
- Operate by touch the letter, number and symbol keys

Learner outcome
- Demonstrate proper typing technique

Learner outcome
- Identify and count typing errors and determine speed

Learner outcome
- Use correct spacing with punctuation

Learner outcome
- Correctly use capitals, commas, apostrophes and numbers

Learner outcome
- Type at a minimum speed of at least 15 wpm

VII. EVALUATION

Evaluation method
Lesson assignments
Tests
Timed writings

Evaluation method
Faculty observation
Lesson assignments
Timed writings

Evaluation method
Lesson assignments
Timed writings

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Lesson assignments
Tests
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