



## SYLLABUS COLLEGE OF BUSINESS ADMINISTRATION

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| <b>Course Number</b><br><b>Course Name</b>                              | OA103 INTRODUCTION TO KEYBOARDING  |
| <b>Credit Value</b><br><b>(Breakdown of theory and lab credits)</b>     | 3 Theory   |
| <b>Catalog Course Description</b>                                       | Introduction to basic keyboarding skills on the letters of the alphabet, numbers, and symbols. Emphasizes speed and accuracy. This course is for students with no previous instruction in keyboarding. (1, 1T+S)   |
| <b>Student Learning Outcomes/Objectives /Competencies of the Course</b> | <ol style="list-style-type: none"> <li>1. Demonstrate correct use of keying techniques such as correct fingering and proper posture.</li> <li>2. Achieve touch keyboarding at a minimum of 35 net words per minute with 98 percent accuracy, based on five-minute timed writings.</li> <li>3. Navigate applications and manage data, using files in a windows environment.</li> <li>4. Display accurate proofreading skills by locating all errors on assigned class work and timed writings.</li> <li>5. Create and send an email with attachments.</li> <li>6. Interpret and follow instructions to complete tasks in a professional manner, employing time management and organizational skills.</li> </ol> |
| <b>College-Wide Student Learning Outcomes</b>                           | <ol style="list-style-type: none"> <li>1. Communication</li> <li>2. Critical Thought</li> <li><b>3. Information Literacy</b></li> <li>4. Cultural Competence</li> </ol> <p>Outcome in Bold</p>   |