

CATALOG INFORMATION

Dept and Nbr: BOT 50B

Title: KEYBD DOC PROCESS

Full Title: Keyboarding and Document Processing

Last Reviewed: 3/19/2001

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.50	Lecture Scheduled	2.00	8	Lecture Scheduled	16.00
Minimum	1.50	Lab Scheduled	3.00	3	Lab Scheduled	24.00
		Contact DHR	0		Contact DHR	0
		Contact Total	5.00		Contact Total	40.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 32.00

Total Student Learning Hours: 72.00

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

**Catalog Description:**  
Development of speed and accuracy. Application of word processing features to format business letters, tables, reports, memorandums, and other business communication.

**Prerequisites/Corequisites:**  
Course Completion or Current Enrollment in BGN 101 ( or BOT 50A)

**Recommended Preparation:**

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: Development of speed & accuracy. Application of word processing features to format business letters, tables, reports, memorandums, & other business communication. (Grade or P/NP)  
Prerequisites/Corequisites: Course Completion or Current Enrollment in BGN 101 ( or BOT 50A)  
Recommended:  
Limits on Enrollment:

Transfer Credit: CSU;  
Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>CSU Transfer:</b>	Transferable	Effective: Fall 1981	Inactive: Spring 2011
<b>UC Transfer:</b>		Effective:	Inactive:

**CID:**

**Certificate/Major Applicable:**  
Certificate Applicable Course

## **COURSE CONTENT**

### **Outcomes and Objectives:**

1. Operate the entire keyboard by touch
2. Develop speed and accuracy
3. Proofread documents and correct errors
4. Identify parts of business correspondence and documents
5. Define word processing terminology
6. Develop keyboard composing skill
7. Use WordPerfect 5.1 to format business letters in block and modified-block style; one- and two-page unbound and bound reports with enumerations, footnotes, endnotes, bibliographies, and supplementary pages; and memorandums
8. Use WordPerfect 5.1 to prepare a resume
9. Demonstrate ability to use speller and thesaurus features
10. Apply correct language arts skills

### **Topics and Scope:**

- I. Keyboarding Skills
  - A. Speed development.
  - B. Accuracy development.
- II. Formatting Skills
  - A. Business letters - parts and styles
  - B. One- and two-page unbound and bound reports
  - C. Memorandums
  - D. Envelopes - various sizes and styles
  - E. Tabulated documents
    1. outlines
    2. tables
  - F. Application of language arts rules
    1. punctuation

2. proofreading and corrections
- III. Word Processing Skills
  - A. File/disk management
  - B. Hyphenation
  - C. Use of reveal codes in WordPerfect
  - D. Use of on-line help menus
  - E. Speller and Thesaurus
  - F. Editing using block features
  - G. Temporary margins
  - H. Fast cursor movements
  - I. Tab settings - absolute and relative tabs
  - J. Footnotes and endnotes
  - K. Composing at the keyboard
    - A. Punctuation.
      1. usage
      2. spacing (before and after)
4. Proofreading and Corrections.
  - A. Proofreader's marks.
    1. interpreting
    2. using

### **Assignment:**

A variety of assignments and in-class activities throughout the course will include but not be limited to the application of the following workplace competencies and foundation skills:

- \* Organize, analyze, and interpret gathered data
- \* Use essential time management skill of calendaring course activities and assignments to meet deadlines and produce a quality product
- \* Use of active listening and effective oral communication skills
- \* Employment of activities designed to reduce stress and fatigue in today's fast-paced working environment
- \* Use computer technology to complete activities

Assignments include but are not limited to:

1. Lessons - keying drills and documents
2. Document production tests and quizzes
3. Timed writings - measuring speed and accuracy

### **Methods of Evaluation/Basis of Grade:**

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None, This is a degree applicable course but assessment tools based on writing are not included because problem solving assessments and skill demonstrations are more appropriate for this course.

Writing  
0 - 0%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Homework problems, Quizzes, Exams, TIMED WRITINGS

Problem solving  
30 - 40%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

OFFICIAL TIMED WRITINGS

Skill Demonstrations  
30 - 40%

**Exams:** All forms of formal testing, other than skill performance exams.

PRODUCTION EXAMS

Exams  
15 - 40%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

Attendance and Lessons

Other Category  
10 - 40%

**Representative Textbooks and Materials:**

GREGG COLLEGE KEYBOARDING AND DOCUMENT PROCESSING FOR MICROCOMPUTER S,  
BASIC COURSE, 7th Ed., Ober, et. al., Glencoe Macmillan/McGraw-Hill, 1994  
GREGG REFERENCE MANUAL, 7th Ed., William Sabin, McGraw-Hill, 1992  
HOW 6: A HANDBOOK FOR OFFICE WORKERS, Clark & Clark, PWS-Kent Publishing Co., 1991