BOT 50B Course Outline as of Fall 1981

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:

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

| AS Degree: CSU GE: | Area Transfer Area | Effective: Effective: | Inactive: Inactive: | | |
|-----------------------|-----------------------|--------------------------|------------------------|-----------|-------------|
| IGETC: | Transfer Area | 1 | Effective: | Inactive: | |
| CSU Transfer | :Transferable | Effective: | Fall 1981 | Inactive: | Spring 2011 |
| UC Transfer: | | 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-pace 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

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

OFFICIAL TIMED WRITINGS

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

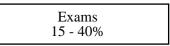
PRODUCTION EXAMS

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

Attendance and Lessons

Problem solving 30 - 40%

Skill Demonstrations 30 - 40%



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