BOT 50B Course Outline as of Fall 2001

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	0	3	Lab Scheduled	0
			Contact DHR	3.00		Contact DHR	24.00
			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:
Format business letters, tables, reports, memorandums, and other business communication using a computer and word processing software.

Prerequisites/Corequisites:
Course Completion or Current Enrollment in BGN 101 (or BOT 50A) OR Course Completion or Current Enrollment in BGN 102 (or BOT 153)

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:
Description: Format business letters, tables, reports, memorandums, and other business communication using a computer and word processing software. (Grade or P/NP)
Prerequisites/Corequisites: Course Completion or Current Enrollment in BGN 101 (or BOT 50A) OR Course Completion or Current Enrollment in BGN 102 (or BOT 153)
Recommended:
Limits on Enrollment:

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

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	**Area**		Effective:	Inactive:
CSU GE:	**Transfer Area**		Effective:	Inactive:
IGETC:	**Transfer Area**		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. Proofread documents and correct errors
3. Identify parts of business correspondence and documents
4. Develop keyboard composing skill
5. Use word processing software 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
6. Define word processing terminology
7. Demonstrate ability to use speller and thesaurus features
8. Apply correct language arts skills

Topics and Scope:

I. 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
II. Word Processing Skills
   A. File/disk management
   B. Speller and Thesaurus
   C. Editing using block features

     D. Fast cursor movements
     E. Composing at the keyboard
     F. 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

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:
COLLEGE KEYBOARDING, Lessons 1-60, VanHuss, et. al. South Western Educational Publishing, 2000
HOW 9: A HANDBOOK FOR OFFICE WORKERS, Clark & Clark, South-Western College Publishing, 2000