

CATALOG INFORMATION

Dept and Nbr: BOT 770

Title: BUSINESS SKILLS LAB

Full Title: Business Skills Lab

Last Reviewed: 8/26/2019

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0	Lecture Scheduled	0	17.5	Lecture Scheduled	0
Minimum	0	Lab Scheduled	0	5	Lab Scheduled	0
		Contact DHR	5.00		Contact DHR	87.50
		Contact Total	5.00		Contact Total	87.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 87.50

Title 5 Category: Non-Credit

Grading: Non-Credit Course

Repeatability: 27 - Exempt From Repeat Provisions

Also Listed As:

Formerly: BOT 760B

Catalog Description:
Supervised one-on-one instruction in all levels of BAD 1 through BAD 99, BBK 50 through BBK 99, BGN 50 through BGN 399, BMG 50 through BMG 99, BMK 50 through BMK 99, BOT 50 through BOT 399, HOSP 50 through HOSP 99, HR 50 through HR 99, RE 50 through RE 99, and supports students needing remediation of their basic computer skills.

Prerequisites/Corequisites:

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:
Description: Supervised one-on-one instruction in all levels of BAD 1 through BAD 99, BBK 50 through BBK 99, BGN 50 through BGN 399, BMG 50 through BMG 99, BMK 50 through BMK 99, BOT 50 through BOT 399, HOSP 50 through HOSP 99, HR 50 through HR 99, RE50 through RE 99, and supports students need remediation of their basic computer skills. (Non-Credit Course)

Prerequisites/Corequisites:

Recommended:

Limits on Enrollment:

Transfer Credit:

Repeatability: Exempt From Repeat Provisions

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:
IGETC:	Transfer Area	Effective:	Inactive:
CSU Transfer:		Effective:	Inactive:
UC Transfer:		Effective:	Inactive:

CID:

Certificate/Major Applicable:

Not Certificate/Major Applicable

COURSE CONTENT

Student Learning Outcomes:

At the conclusion of this course, the student should be able to:

1. Students will be able to:

Perform computer-based tasks depending upon assessment of needs.

Objectives:

Upon successful completion of the course, students will be able to:

Based on assessment of student needs, the outcomes and objectives may include any or all of the following:

- 1) Demonstrate use computer facilities (hardware and software) to achieve objectives specified in the referring course(s)
- 2) Define basic computer terms
- 3) Demonstrate basic file and database management skills
- 4) Utilize the Internet
- 5) Perform basic word processing
- 6) Perform basic spreadsheet functions
- 7) Perform basic bookkeeping/accounting/QuickBooks/Peachtree functions
- 8) Perform basic presentation/PowerPoint functions
- 9) Perform basic keyboarding and/or 10-Key functions

Topics and Scope:

Topics will include:

I. Basic computer

- A. Categorize hardware devices as input, output, storage or processing
- B. Types of storage
 1. Magnetic
 2. Optical (CD's, DVD's etc.)

- 3. Digital
- II. File and database management
 - A. File names including drive name and extension
 - B. Using My Computer
 - 1. To move, delete and copy files
 - 2. To navigate the folder structure
 - C. Finding files using wildcards
 - D. Capacity of storage devices
 - E. The uses of Save and Save As
 - F. Database functions
 - 1. Create tables and enter data
 - 2. Modify and maintain tables
 - 3. Create forms and queries
 - 4. Print reports
- III. Basic Terms for Internet Browsing
 - 1. URL (Uniform Resource Locator)
 - 2. Domain name
 - 3. Home page
 - 4. Web site
 - 5. Web or WWW
- IV. Word processing
 - A. Parts of the Word window
 - 1. Menu bar
 - 2. Formatting and Standard toolbars
 - 3. Status bar - insert and overwrite mode
 - B. Entering
 - C. Editing
 - 1. Selecting
 - 2. Deleting
 - 3. Inserting
 - 4. Using spell check
 - 5. Using copy/paste/clipboard
 - D. Formatting
 - 1. Font and size
 - 2. Double spacing
 - 3. Indent
 - E. Printing
 - 1. Print preview
 - 2. Specific pages
 - F. Saving
- V. Spreadsheet Functions
 - A. Create and edit worksheets
 - B. Format cells
 - C. Write formulas
 - D. Use functions
 - E. Create charts
 - F. Print spreadsheets and charts
- VI. Accounting and bookkeeping
 - A. Fundamental account equation and bookkeeping concepts
 - 1. Debits and credits
 - 2. Double entry bookkeeping
 - 3. Journals and ledgers

- 4. Preparing financial statements and reports
- VII. Presentation and PowerPoint functions
 - A. Creating a Presentation
 - B. Designing slides
 - C. Transitions and effects
 - D. Deliver a presentation/slide show
 - E. Printing slides
- VIII. Keyboarding and 10 Key
 - A. Ergonomics
 - 1. body position
 - 2. finger position/keystroking
 - B. Letters, numbers, and symbols on QWERTY keyboard
 - C. 10-key numeric keypad
 - D. Addition, subtraction, multiplication, division, percentage problems
 - E. Speed and accuracy drills
- IX. Supports Students in Writing Papers
 - A. Formatting
 - B. Footnotes
 - C. Superscript and/or subscript
 - D. Pagination
- X. Internet Research
 - A. Cut and paste
 - B. Citation

Assignment:

Instruction occurs in response to student questions. The solution is outlined, and the student is directed to perform the action under supervision. Further questions are then addressed.

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

Writing
0 - 0%

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

Problems and issues related to referring courses

Problem solving
10 - 90%

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

class performance

Skill Demonstrations
10 - 90%

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

None

Exams
0 - 0%

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

None

Other Category
0 - 0%

Representative Textbooks and Materials:
Instructor prepared materials and resource materials