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:**

Transfer Area IGETC: 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.

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

Writing 0 - 0%

Problem solving 30 - 40%

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