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Business (BUSN) 2003 College Keyboarding and Document Processing (1 Unit) CSU
[formerly Business 2C; Business 2]

Prerequisite: Successful completion in Business 2002 with a grade of “C” or better

Prerequisite knowledge and skills: Before entering the course, the student should be able to:

1. Keyboarding Skill:
 - a. Demonstrate improved speed and accuracy when operating the keyboard by touch.
 - b. Type 47 words a minute on a 5-minute timing with no more than 5 errors.
2. Language Arts:
 - a. Demonstrate proficiency in proofreading skills, including using proofreads’ marks correctly.
 - b. Demonstrate proficiency in language arts skills in punctuation, grammar, and mechanics.
 - c. Demonstrate proficiency in language arts skills in composing and spelling.
3. Word Processing:
 - a. Use word processing commands to successfully develop documents.
4. Document Processing:
 - a. Correctly format International business documents.
 - b. Correctly format formal report projects
 - c. Correctly format medical office documents
 - e, Correctly format legal office documents
5. Technical:
 - a. Answer questions with proficiency on an objective test.

Total Hours: 48 hours lab

Catalog Description: Business 2003 uses a multi-component, highly flexible instructional program designed to allow for individual progress. This course continues the development of basic ~~typing~~ keyboarding skills and emphasizes the formatting of desktop publishing projects from arranged, unarranged, handwritten and rough draft sources.

Type of Class/Course: Degree Credit

Text: Ober, Hanson, Johnson, Rice, Poland, Rossetti. *Gregg College Keyboarding & Document Processing Microsoft 2013 Manual top Accompany*. 11th revised ed. New York: McGraw-Hill

Book Company. 2014. Print.

Ober, Scot, Jack Johnson, and Arlene Zimmerly. *College Keyboarding and Document Processing*. 11th ed. New York: McGraw-Hill, 2013. Print.

Additional Instructional Materials: Student Flash Drive

Course Objectives:

By the end of the course, a successful student will be able to

1. Keyboarding Skill:
 - a. Demonstrate improved speed and accuracy when operating the keyboard by touch
 - b. Type 50 words a minute on a 5-minute timing with no more than 5 errors
2. Language Arts:
 - a. Demonstrate proficiency in proofreading skills, including using proofreaders' marks correctly
 - b. Demonstrate proficiency in language arts skills in punctuation, grammar, and mechanics.
 - c. Demonstrate proficiency in language arts skills in composing and spelling
3. Word Processing:
 - a. Use word processing commands to successfully develop documents
4. Document Processing:
 - a. Correctly format office forms, office publications, online resumes and forms letters.
5. Technical:
 - a. Answer questions with proficiency on an objective test.

Course Scope and Content:

- Unit I Using and Designing Office Forms
 - a. Using Correspondence Templates
 - b. Using Report Templates
 - c. Designing Letterheads
 - d. Designing Notepads
 - e. Designing miscellaneous Office forms
- Unit II. Designing Office Publications
 - a. Designing cover pages
 - b. Designing announcements and Flyers
 - c. Designing newsletters
- Unit III Online Resumes and Merged Documents
 - a. Designing an Online Resume
 - b. Mail Merge
- Unit IV Skill building and In-Basket Review
 - a. building and In-Basket Review - Banking

- b. Skill building and In-Basket Review - Education
- c. Skill building and In-Basket Review – Nursing Facility
- d. Skill building and In-Basket Review – Government
- f. Skill building and In-Basket Review – Software Development

Methods of Instruction:

1. Assignment of keyboard, speed, and accuracy drills through the textbook and a correlate software instructional program
2. Presentation of technical information through textbook, and instructor handouts
3. Practice work on progress checks
4. Individual assistance and guidance from instructor and lab assistants

Methods of Evaluation:

1. Skill demonstrations, including:
 - a. computer technique evaluations
 - b. progress checks
 - c. timed writing
2. Summative examinations using combination of:
 - a. multiple choice
 - b. matching items
 - c. true/false items
 - d. completion items

Supplemental Data:

TOP Code:	051400 Office Technology
SAM Priority Code:	D: Possibly Occupational
Funding Agency:	Y: Not Applicable
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Not Applicable

Prior to College Level:	Y: Not Applicable
Cooperative Work Experience:	N: Course is not a part of a cooperative education program
Eligible for Credit by Exam:	Yes
Eligible for Pass/No Pass:	Yes