

**CUYAMACA COLLEGE**  
**COURSE OUTLINE OF RECORD**

**BUSINESS OFFICE TECHNOLOGY 101A – KEYBOARDING/DOCUMENT PROCESSING I**

1.5 hours lecture, 1.5 units

**Catalog Description**

Focuses on learning or reviewing the alphabetic and numeric keyboard including the 10-key pad for numeric data entry. Students will learn basic features of Microsoft Word to produce simple memos, letters and reports. Keyboarding software will be used to build speed and accuracy. Students wishing to progress to BOT 102AB must complete BOT 101B.

**Prerequisite**

“C” grade or higher or “Pass” in BOT 100 or equivalent

**Entrance Skills**

Without the following skills, competencies and/or knowledge, students entering this course will be highly unlikely to succeed:

- 1) Demonstrate proper techniques when keyboarding.
- 2) Demonstrate keyboard input of at least 18 net wpm unless a physical disability limits speed.
- 3) Identify the various parts of the keyboard and how they may be used most effectively.
- 4) Select appropriate keyboard alpha/numeric data and symbols, and demonstrate their practical applications to perform basic computer tasks in the standard office environment.

**Course Content**

- 1) Alphanumeric keyboard layout and keystroke functions
- 2) Correct posture and keyboard techniques
- 3) Alphabetic keyboarding by touch
- 4) 10-key by touch
- 5) Speed and accuracy techniques
- 6) Text editing commands (delete, move, copy)
- 7) Creating and formatting documents including letters, envelopes, memos, reports

**Course Objectives**

Students will be able to:

- 1) Demonstrate the touch method and proper techniques when keying.
- 2) Key a minimum of 25 net wpm on a 3-minute timed writing unless a physical disability limits speed.
- 3) Prepare correctly formatted, error-free documents including simple memos, letters and reports.

**Method of Evaluation**

A grading system will be established by the instructor and implemented uniformly. Grades will be based on demonstrated proficiency in subject matter determined by multiple measurements for evaluation, one of which must be essay exams, skills demonstration or, where appropriate, the symbol system.

- 1) Assignments, exams and final exam which measure students’ ability to distinguish how best to use the various parts of the keyboard, and prepare correctly formatted simple documents.

- 2) Timed writing tests and assignments which measure students' ability to use proper keyboarding techniques when keying at a minimum rate of 25 net wpm.

**Special Materials Required of Student**

Electronic storage media

**Minimum Instructional Facilities**

Classroom with computers workstations, printers, appropriate software

**Method of Instruction**

- 1) Interactive one-on-one lecture
- 2) Individual practice, completion of assignments
- 3) Individual assistance as needed

**Out-of-Class Assignments**

- 1) Alphanumeric keyboarding practice
- 2) Textbook reading

**Texts and References**

- 1) Required (representative example): Ober, Johnson & Zimmerly, *Gregg College Keyboarding & Document Processing, Kit 1: Lessons 1-60 with Microsoft Word 2016 Manual, 11th edition*, McGraw-Hill, 2019.
- 2) Supplemental: None

**Exit Skills**

Students having successfully completed this course exit with the following skills, competencies and/or knowledge:

- 1) Demonstrate the touch method and proper techniques when keying.
- 2) Key a minimum of 25 net wpm on a 3-minute timed writing unless a physical disability limits speed.
- 3) Prepare correctly formatted, error-free documents including simple memos, letters and reports.

**Student Learning Outcomes**

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

- 1) Demonstrate the touch method and proper techniques when keying.
- 2) Key a minimum of 25 net wpm on a 3-minute timed writing unless a physical disability limits speed.
- 3) Prepare correctly formatted, error-free documents including simple memos, letters and reports.