*Lecture Contact Hours: 24-27; Homework Hours: 48-54; Total Student Learning Hours: 72-81*

**CUYAMACA COLLEGE**
COURSE OUTLINE OF RECORD

## BUSINESS OFFICE TECHNOLOGY 101B – KEYBOARDING/DOCUMENT PROCESSING II

1.5 hours lecture, 1.5 units

**Catalog Description**
Students will use Microsoft Word to produce correctly formatted and accurate business documents including letters, reports and tables. Keyboarding software is used to build speed and accuracy.

**Prerequisite**
"C" grade or higher or "Pass" in BOT 101A or equivalent

**Entrance Skills**
Without the following skills, competencies and/or knowledge, students entering this course will be highly unlikely to succeed:
1) Employ 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.

**Course Content**
1) Speed and accuracy techniques
2) Document formatting options (margins, justification, tabs, indentation, pagination)
3) Text enhancement options (font typeface, attributes, point size)
4) Creating and formatting documents including letters, envelopes, memos, resumes, reports, outlines, title pages, tables of content, footnotes, references, internal citations, bibliographies and tables
5) Composing, proofreading and revising techniques

**Course Objectives**
Students will be able to:
1) Employ the touch method and proper techniques when keying.
2) Key a minimum of 30 net wpm on a 5-minute timed writing unless a physical disability limits speed.
3) Prepare correctly formatted, error-free documents including memos, tables, and business reports using word processing software to format characters, lines and pages.
4) Use proofreading skills to prepare personal and business correspondence.

**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, tests, and final exam which measure students' ability to produce correctly formatted and accurate business documents including letters, reports and tables.
2) Timed writing assignments which measure students' ability to use keyboarding software to increase speed and accuracy and key at a minimum rate of 30 net wpm.

**Special Materials Required of Student**
Electronic storage media

**Minimum Instructional Facilities**
Classroom with computer workstations, printers, appropriate software

**Method of Instruction**
1) Interactive one-on-one lecture
2) Individual practice and 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 Office Word 365 Manual, 11th edition,* McGraw-Hill, 2019.
2) Supplemental: Typing Club, www.typingclub.com, 2022.

**Exit Skills**
Students having successfully completed this course exit with the following skills, competencies and/or knowledge:
1) Employ the touch method and proper techniques when keying.
2) Key a minimum of 30 net wpm on a 5-minute timed writing unless a physical disability limits speed.
3) Prepare correctly formatted, error-free documents including memos, tables, and business reports using word processing software to format characters, lines and pages.
4) Use proofreading skills to prepare personal and business correspondence.

**Student Learning Outcomes**
Upon successful completion of this course, students will be able to:
1) Employ the touch method and proper techniques when keying.
2) Key a minimum of 30 net wpm on a 5-minute timed writing unless a physical disability limits speed.
3) Prepare correctly formatted, error-free documents including memos, tables, and business reports using word processing software to format characters, lines and pages. (Work Based Learning Outcome)