CUYAMACA COLLEGE
COURSE OUTLINE OF RECORD

BUSINESS OFFICE TECHNOLOGY 102A – INTERMEDIATE KEYBOARDING/DOCUMENT PROCESSING I

1.5 hours lecture, 1.5 units

Catalog Description
Students will review and create business documents to apply formatting skills taught in BOT 101 or 101AB and are then introduced to new formatting and report styles options including agendas, formal reports and multipage tables. This course begins with intermediate Microsoft Word functions; entering students should be proficient in using basic Word features and should key a minimum of 30 net words per minute on a 5-minute timed writing.

Prerequisite
"C" grade or higher or "Pass" in BOT 101B 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 30 net wpm on a 5-minute timed writing unless a physical disability limits speed.
3) Prepare correctly formatted, error-free documents including memos, letters, tables and business reports using word processing software to format characters, lines and pages.
4) Use proofreading skills to prepare personal and business correspondence.

Course Content
1) Review of keyboarding techniques (stroking, posture and keyboarding functions)
2) Concentrated practice using computer software to increase keyboarding skill and accuracy
3) Reviewing documents for accuracy
4) Creating tables using formulas and various formatting features
5) Specialized applications – international formatting and special letter features

Course Objectives
Students will be able to:
1) Prepare multipage correspondence using correct business formats.
2) Key a minimum of 35 net wpm on a 5-minute timed writing unless a physical disability limits speed.
3) Prepare memos, agendas, office reports and correspondence in appropriate format, including inserted clip art, files and tables.
4) Analyze complex documents and apply appropriate word processing features to complete them.

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 attractive agendas, formal reports, and multipage tables and to complete previously formatted complex documents.
2) Timed writing assignments which measure students' ability to use keyboarding software to build speed and accuracy and key at a minimum rate of 35 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) Hands-on drill and practice
3) Individual assistance as needed
4) Group lecture

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 2: Lessons 61-120 with Microsoft Word 2019 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) Prepare multipage correspondence using correct business formats.
2) Key a minimum of 35 net wpm on a 5-minute timed writing unless a physical disability limits speed.
3) Prepare memos, agenda, office reports and correspondence in appropriate format, including inserted clip art, files and tables.
4) Analyze complex documents and apply appropriate word processing features to complete them.

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1) Key a minimum of 35 net wpm on a 5-minute timed writing unless a physical disability limits speed.
2) Prepare memos, agenda, office reports and multipage correspondence in appropriate format, including inserted clip art, files and tables.
3) Analyze complex documents and apply appropriate word processing features to complete them.