

CUYAMACA COLLEGE
COURSE OUTLINE OF RECORD

BUSINESS OFFICE TECHNOLOGY 201 – ADVANCED KEYBOARDING/DOCUMENT PROCESSING

3 hours lecture, 3 units

Catalog Description

Advanced keyboarding for further development of keyboarding skills to meet professional placement requirements. Students will apply intermediate and advanced features of Microsoft Word to create complex business documents with minimum instruction. Utilizes software for building speed and accuracy on 5-minute timed writings to attain the speed and accuracy required for professional office positions.

Prerequisite

“C” grade or higher or “Pass” in BOT 102AB or equivalent

Entrance Skills

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

- 1) Prepare multipage correspondence, legal documents, and medical office documents using appropriate formats.
- 2) Apply templates, styles, and desktop publishing features, where appropriate, to produce business documents including memos, business letters, reports, fliers, resumes, and newsletters
- 3) Key a minimum of 40 net wpm on a 5-minute timed writing unless a physical disability limits speed.
- 4) Analyze complex documents and apply appropriate word processing features to complete them.

Course Content

- 1) Sustained keying using software exercises designed to develop speed and accuracy to the greatest degree possible
- 2) Using the merge feature
- 3) Using desktop publishing features
- 4) Using other intermediate to advanced Word features as applicable
- 5) Preparation for job interviews (application letters, resumes, portfolios)
- 6) Extensive keying from rough draft materials using standard proofreader marks
- 7) Creating long documents with complex formatting requirements

Course Objectives

Students will be able to:

- 1) Key a minimum of 45 net wpm on a 5-minute timed writing unless a physical disability limits speed.
- 2) Compose and proofread documents for business correspondence, legal documents and medical records.
- 3) Apply templates, styles, and desktop publishing features, where appropriate, to produce business, legal, and medical documents, including press releases, meeting minutes, business letters on stationery and special paper sizes, dictated letters, and multi-page documents with complex formatting requirements.
- 4) Evaluate completed documents for correct format and accuracy.

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) Timed keyboarding assignments which measure students' ability to use keyboarding software to build speed and accuracy and key at a minimum rate of 45 net wpm.
- 2) Assignments, tests, and final exam which measure students' ability to:
 - a. Create documents using complex Word features such as styles, templates, document notations, and columns.
 - b. Create business, personal, and employment letters, and other documents with complex formatting requirements, modify documents for maximum impact, review for complete correctness, and employ proper file management methods.

Special Materials Required of Student

Electronic storage media

Minimum Instructional Facilities

Computer lab with appropriate software

Method of Instruction

- 1) Interactive, one-on-one lecture
- 2) Individual assistance
- 3) Hands-on practice

Out-of-Class Assignments

- 1) Alphanumeric keyboarding practice
- 2) Textbook reading

Texts and References

- 1) Required (representative example): Mitchell, Roggenkamp, et al. *Paradigm Keyboarding and Applications II Using Microsoft Word 2016: Sessions 61-120*. 7th edition. Paradigm Publishing, 2018.
- 2) Supplemental: None

Student Learning Outcomes

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

- 1) Key a minimum of 45 net wpm on a 5-minute timed writing unless a physical disability limits speed.
- 2) Compose and proofread documents for business correspondence, legal documents and medical records.
- 3) Apply templates, styles, and desktop publishing features, where appropriate, to produce business, legal, and medical documents, including press releases, meeting minutes, business letters on stationery and special paper sizes, dictated letters, and multi-page documents with complex formatting requirements.