TAFT COLLEGE
West Kern Community College District

Business (BUSN)1602 Beginning Keyboarding (1 Unit) CSU
[formerly Business 1B; Business 1]

Prerequisite: Successful completion in Business 1601 with a grade of "C" or better
Total Hours: 48 hours lab

Catalog Description: Business 1602 uses a multi-component instructional program which offers a high degree of flexibility and is designed to allow for individual progress. The major objective is to provide an introduction to typing basic business documents.

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.

Additional Instructional Materials: Student Data Disk

Course Objectives:

Course Scope, Content and Student Learning Outcomes:

1.   Word Processing and Reports
            Orientation to word processing
            E-Mail Basics

Learning Outcomes	Assessment
Ability to navigate in a document, select text, edit text, and print documents.	Skillbuilding exercises
Ability to navigate in a file, save a file, close a file and create a new document.	Skillbuilding exercises
Ability to send and receive email.	Skillbuilding exercises
Improved skill in typing using adjacent keys and consecutive finder reaches.	Timed Writing

2.   Reports
            One-Page Business Reports
            Multi-Page Business Reports
            Academic reports

Learning Outcomes	Assessment
Knowledge of the various parts of a business report.	Document processing exercises
Ability to prepare business reports.	Document processing exercises
Improved skill in typing the alphabet, numbers, and symbols	Timed Writing

3.   Correspondence
            Business Letter in Block Style
            Envelopes and Labels
            Memos

Learning Outcomes	Assessment
Ability to create business letters in block style.	Document processing exercises
Ability to use the envelope and label feature in Microsoft Word.	Document processing exercises
Ability to create a memo and to use the memo feature in Microsoft Word.	Document processing exercises
Improved skill in typing.	Timed Writing

4.   Tables
            Boxed tables
            Open tables with titles and column headings
            Ruled tables with number columns

Learning Outcomes	Assessment
Ability to create boxed open and rules tables.	Document processing exercises
Improved skill in typing.	Timed Writing

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 16 hours outside of the regular class time doing the following:

1. Skill practice

Methods of Instruction:

1.   Assignment of keyboard, speed, and accuracy drills through the textbook and a correlated software instruction program,
2.   presentation of technical information through textbook, programmed work guides and instructor handouts,
3.   assignment of practice work on progress checks,
4.   individual assistance and guidance from instructor and lab assistants, and
5.   repetition of assignments with individual assistance when deemed necessary by instructor.

Methods of Evaluation:

1.   Computational or non-computation problem-solving demonstrations, including:
        a.   exams
2.   Skill demonstrations, including:
        a.   computer technique evaluations
        b.   progress checks
3.   Other examinations, including:
        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