TAFT COLLEGE
West Kern Community College District

Business (BUSN) 1603 Beginning Keyboarding (1Unit) CSU
[formerly Business 1C; Business 1]

Prerequisite: Successful completion in Business 1602 with a grade of "C" or better

Total Hours: 48 hours lab

Catalog Description: Business 1603 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 correspondence, reports, and employment 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:

Business 1603 is designed to enable the student to demonstrate the following abilities upon completion of Lesson 60:

1. Keyboarding Skill:
    a. to key 40 words a minute on a 5-minute timed writing with no more than 5 errors

2. Language Arts:
    a. to refine proofreading skills and correctly use proofreader's marks,
    b. to correctly capitalize, punctuate, and spell, and
    c. to recognize subject/verb agreement and refine composing skills.

3. Word Processing:
    a. to use the word processing commands necessary to complete the document processing activities

4. Document Processing:
    a. to format modified-block style and personal business letters, memos, tables, reports, reports with special features, employment documents, and lists, and

5. Technical:
    a. to answer correctly at least 90 percent of the questions on an objective test.

Course Scope, Content and Student Learning Outcomes:

1. Reports

   Business Reports with Footnotes
   Reports in American Psychological Association Style
   Reports in Modern Language Association Style
   Report citations
   Preliminary report pages

Learning Outcomes	Assessment
Ability to include footnotes and endnotes in business reports using the word processing features.	Document processing exercises
Ability to prepare business reports in APA and MLA Style.	Document processing exercises
Ability to prepare a bibliography in business reports using APA and MLA Style.	Document processing exercises
Ability to prepare a title page and table of contents in each of the various styles.	Document processing exercises
Improved skill in typing.	Timed Writing

2. Correspondence

   Personal Titles and Complimentary Closings in Letters
   Personal-Business Letters
   Memos With Lists
   Letters with Copy Notations
   Letters in Modified-Block Style

Learning Outcomes	Assessment
Ability to prepare Personal-Business Letters using personal titles and complimentary closings.	Document processing exercises
Ability to prepare lists within correspondence letters with the copy notation.	Document processing exercises
Ability to prepare letters in Modified-Block Style.	Document processing exercises
Improved skill in typing.	Timed Writing

3. Employment Documents

   Traditional and Electronic Resumes
   Letters of application
   Follow-up letters
   Integrated employment project

Learning Outcomes	Assessment
Ability to prepare a traditional and an electronic resume.	Document processing exercises
Ability to prepare a letter of application and a follow up letter to be used after an interview.	Document processing exercises
Ability to prepare employment documents.	Document processing exercises
Improved skill in typing.	Timed Writing

4. In-Basket Review

Insurance
Hospitality
Retail
Nonprofit
Manufacturing

Learning Outcomes	Assessment
Ability to prepare business documents for the insurance industry, service industry, retail, nonprofit and manufacturing industry.	Progress check
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