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Business (BUSN) 2001 College Keyboarding and Document Processing (1 Unit) CSU
[formerly Business 2A; Business 2]

Prerequisite: Successful completion in Business 1603 or 1 year of high school typing with a grade of "C" or better

Prerequisite knowledge and skills: Before entering the course, the student should be able to

1. Keyboarding Skill:
 - a. Type at least 40 words a minute on a 5-minute timed writing with no more than 5 errors.
2. Language Arts:
 - a. Demonstrate proficiency in proofreading skills, including using proofreaders' marks.
 - b. Demonstrate proficiency in language arts skills in punctuation and grammar.
 - c. Demonstrate proficiency in language arts skills in composing and spelling.
3. Word Processing:
 - a. Use word processing commands to successfully develop documents.
4. Document Processing:
 - a. Correctly format business and academic reports.
 - b. Correctly format business letters, personal-business letters, memos and email
 - c. Correctly format resumes.
5. Technical:
 - a. Answer questions with proficiency on an objective test.

Total Hours: 48 hours lab

Catalog Description: Business 2001 uses a multi-component, highly flexible instructional program designed to allow for individual progress. This course continues the development of basic keyboarding skills and emphasizes the formatting of various kinds of business correspondence, reports, and tables.

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.

Ober, Scot, Jack Johnson, and Arlene Zimmerly. *College Keyboarding and Document Processing*. 11th ed. New York: McGraw-Hill, 2013. Print.



Additional Instructional Materials: Student Flash Drive

Course Objectives:

By the end of the course, a successful student will be able to:

1. Keyboarding Skill:
 - a. Demonstrate improved speed and accuracy when operating the keyboard by touch.
 - b. Type at least 43 words a minute on a 5-minute timing with no more than 5 errors.
2. Language Arts:
 - a. Demonstrate proficiency in proofreading skills, including using proofreaders' marks correctly.
 - b. Demonstrate proficiency in language arts skills in punctuation, grammar, and mechanics.
 - c. Demonstrate proficiency in language arts skills in composing and spelling.
3. Word Processing:
 - a. Use word processing commands to successfully develop documents.
4. Document Processing:
 - a. Correctly format e-mail and multipage correspondence.
 - b. Correctly format multipage reports and tables.
5. Technical:
 - a. Answer questions with proficiency on an objective test.

Course Scope and Content:

- Unit I. Skill Refinement
- a. Skill building and Letter review
 - b. Skill building, Memo, and E-Mail review
 - c. Skill building and Report review
 - d. Skill building and Table review
 - e. Skill building and Employment Document review
- Unit II. Correspondence
- a. Multipage letters
 - b. Special Correspondence Features
 - c. Multipage memos with tables
 - d. Memo reports
- Unit III. Reports
- a. Itineraries
 - b. Agendas and Minutes of Meetings
 - c. Procedures Manual
 - d. Reports Formatted in columns
- Unit IV. Tables
- a. Tables with Footnotes or Source Notes
 - b. Tables with Braced Column Headings

- c. Tables in Landscape Orientation
- d. Multipage Tables
- e. Tables with Predesigned Formats

Methods of Instruction:

1. Keyboard, speed, and accuracy drills through the textbook and correlated software instructional program.
2. Presentation of technical information through textbook, and instructor handouts
3. Practice work on progress checks.
4. Individual assistance and guidance from instructor and lab assistants.

Methods of Evaluation:

1. Skill demonstrations, including:
 - a. computer technique evaluations
 - b. progress checks
 - c. timed writings
2. Summative examinations using a combination of:
 - 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