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Business (BUSN) 2002 College Keyboarding and Document Processing (1 Unit) CSU
[formerly Business 2B; Business 2]

Prerequisite: Successful completion in Business 2001 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. 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 the 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.

Total Hours: 48 hours lab

Catalog Description: Business 2002 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 formal reports, medical office documents, legal office documents and the use of international formatting in business correspondence, email, tables and reports.

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 47 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 proofreads' 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:

Correctly format International business documents.

 - b. Correctly format formal report projects
 - c. Correctly format medical office documents
 - e. Correctly format legal office documents
5. Technical:
 - a. Answer questions with proficiency on an objective test.

Course Scope and Content:

- Unit I International Formatting of business documents
- a. International Formatting - Canada
 - b. International Formatting - Mexico
 - c. International Formatting - France
 - d. International Formatting - Germany
 - e. International Formatting - China
- Unit II Formal Report Project
- a. Formal Business Reports
 - b. Formal Business Reports with Boxed Tables
 - c. Cover Page, Table of Contents and Bibliography
- Unit III Medical Office Documents
- a. Business Letter in Block Style, Boxed Table and Memo

- b. Business Report and Predesigned Table
- c. Business Letter in Modified-Block Style and Business Report
- d. Ruled Table, Business Letter and Predesigned Table
- e. Open Table, E-Mail Message and Business Report

Unit IV Legal Office Documents

- a. Warranty Deed, Boxed Table and E-Mail Message
- b. Last Will and Testament, Business Letter in Block Style
- c. Affidavit of Possession, Business Letter in Block Style
- d. Summons, Memo, Predesigned Table
- e. Complaint, Warranty Deed and Judgment

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 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:	I: 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