CUYAMACA COLLEGE
COURSE OUTLINE OF RECORD

BUSINESS OFFICE TECHNOLOGY 102B – INTERMEDIATE KEYBOARDING/DOCUMENT PROCESSING II

1.5 hours lecture, 1.5 units

Catalog Description
Students continue to create business documents, applying new formatting skills including using templates, designing letterheads and office forms, and learning specialized applications such as medical and legal forms. This course begins with intermediate Microsoft Word functions; entering students should be proficient in using basic Word features and should key a minimum of 35 net words per minute on a 5-minute timed writing.

Prerequisite
"C" grade or higher or "Pass" in BOT 102A 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 using correct business formats.
2) Key a minimum of 35 net wpm on a 5-minute timed writing unless a physical disability limits speed.
3) Prepare memos, agenda, office reports and correspondence in appropriate format, including inserted clip art, files and tables.

Course Content
1) Review of keyboarding techniques (stroking, posture, keyboarding functions)
2) Concentrated practice using computer software to increase keyboarding skill and accuracy
3) Reviewing documents for accuracy
4) Specialized applications: medical and legal forms and features
5) Create office publications using desktop publishing features
6) Create office forms using templates and styles

Course Objectives
Students will be able to:
1) Prepare multipage correspondence, legal documents, and medical office documents in 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.

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) Assignments, tests, and final exam which measure students' ability to produce correctly formatted and accurate business documents which require the application of formatting skills including using templates, designing letterheads and office forms, and specialized applications such as medical and legal forms.

2) Timed writing assignments which measure students' ability to use keyboarding software to increase speed and accuracy and key at a minimum rate of 40 net wpm.

Special Materials Required of Student
Electronic storage media

Minimum Instructional Facilities
Classroom with computer workstations, printers, appropriate software

Method of Instruction
1) Interactive one-on-one lecture
2) Hands-on drills and practice
3) Individual assistance as needed

Texts and References
1) Required (representative example): Ober, Johnson & Zimmerly, *Gregg College Keyboarding & Document Processing, Kit 2: Lessons 61-120 with Microsoft Word 2019 Manual, 11th edition,* McGraw-Hill, 2019.
2) Supplemental: None

Exit Skills
Students having successfully completed this course exit with the following skills, competencies and/or knowledge:
1) Prepare multipage correspondence, legal documents, and medical office documents in 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.

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1) Prepare multipage correspondence, legal documents, and medical office documents in 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.