

COURSE OUTLINE**Computer Applications & Business Office Technologies 210
Computer Keyboarding II****I. Catalog Statement**

Computer Applications & Business Office Technologies 210 is a continuation of Computer Applications & Business Office Technologies 205, providing refinement and development of technique with increased emphasis on accuracy and speed. The course provides a detailed study of business letters, special office forms, tabulated reports, manuscripts, resumes, and letters of application.

Units – 3.0

Lecture hours – 2.0

Lab hours – 3.0

Recommended Preparation: CABOT 205 or equivalent, eligibility for one of the following: CABOT 102 or English 120.

II. Course Entry Expectations

Skills Level Ranges: Reading 6; Writing 5; Listening-speaking 5; Math 1.

III. Course Exit Standards

Upon successful completion of required coursework, the students will be able to:

1. put into practice proper formatting of various styles of letters, memos, reports, short documents and statistical documents;
2. work toward meeting preset speed and accuracy goals in each lesson;
3. demonstrate skills in the use of punctuation, grammar, proofreading, spelling, footnotes, word division and enumerations;
4. use memory features such as naming, creating, storing, editing, printing, and deleting files;
5. keyboard at a minimum of 30 wpm ("C").

IV. Course Content**Total Contact Hours = 80**

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| A. | Business Letters | 10 hours |
| | 1. Correctly place the various parts of the letter | |
| | 2. Type various styles of business parts of the letter | |
| | 3. Correctly type titles in the closing lines | |
| | 4. Type enclosure notations | |
| | 5. Fold and insert letters for various envelope sizes and window envelopes | |
| | 6. Address envelopes | |
| B. | Special Communication Forms | 5 hours |
| | 1. Type interoffice correspondence | |
| | 2. Type telegrams | |
| | 3. Punctuate the various forms | |

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| C. | Technical Papers and Business Reports | 10 hours |
| | 1. Type from rough drafts | |
| | 2. Type outlines | |
| | 3. Use correct form and spacing of manuscripts | |
| | 4. Type bibliographies | |
| | 5. Type title pages | |
| | 6. Type financial statements | |
| | 7. Type legal papers | |
| | 8. Type footnotes and endnotes | |
| D. | Tabulated Reports | 10 hours |
| | 1. Center tabulated reports | |
| | 2. Type reports with horizontal and vertical rulings | |
| | 3. Type letters with tabulated reports | |
| | 4. Type manuscripts with tabulations | |
| E. | Business Forms | 10 hours |
| | 1. Type purchase requisitions | |
| | 2. Type purchase orders | |
| | 3. Type confirmation cards | |
| | 4. Type invoices | |
| | 5. Type credit memorandums | |
| | 6. Type statements of account | |
| | 7. Type voucher checks | |
| | 8. Type labels | |
| | 9. Type payroll records | |
| F. | Special Reports for Executives | 20 hours |
| | 1. Type news releases | |
| | 2. Type on half-size and executive-size stationery | |
| | 3. Type minutes of meetings | |
| | 4. Type programs | |
| | 5. Type committee reports | |
| G. | Applying for a Job | 10 hours |
| | 1. Type a letter answering an advertisement | |
| | 2. Type a personal data sheet | |
| | 3. Type an application form | |
| | 4. Type a resume | |
| H. | Memory Features | 5 hours |
| | 1. Creating and naming files | |
| | 2. Editing documents | |
| | 3. Printing documents | |

V. Methods of Presentation

The following instructional methodologies may be used in the course:

1. lecture/demonstration
2. interactive discussion
3. overhead projection
4. online instructions

5. WebCT

VI. Assignments and Method of Evaluation

1. Three examinations—one for each third of the textbook
2. Final examination given covering the following:
 - A. Timed-writings to measure speed and accuracy.
 - B. Timed production typewriting, in which the student reads and follows directions, analyzes the problem and exercises critical thinking to determine the proper steps to take in completing a well-formatted, accurate document.
 - C. Written objective questions covering definition of terms, rules for spacing, and identification of the machine parts.

During the semester, timed writings and timed production measurements are given. Checks on daily assignments are made frequently.

VII. Textbook

Ober, Gregg College Document Processing Kit II, Lesson 61 – 120, 11th ed., Columbus, Ohio, Glencoe/McGraw-Hill, 2011.
10th Grade Textbook Reading Level. ISBN: 0-07-735655-1

VIII. Student Learning Outcome

Upon successful completion, the student will be able to:

1. create business reports, forms, medical and legal forms, resumes, job applications, bibliographies, footnotes/endnotes, newsletters;
2. use proper format on letters, memos, reports, short documents, newsletters;
3. type a minimum of 30 words per minute;
4. compare and contrast the issues that led women to challenge the status quo in three different eras in the twentieth century;
5. independently create, save, modify and print a document using a word processing program and appropriate assistive technology.