# EL CAMINO COLLEGE
## COURSE OUTLINE OF RECORD - Approved

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| **Subject:** | BUS |
| **Course Number:** | 146 |
| **Descriptive Title:** | Keyboarding II |
| **Division:** | Business |
| **Department:** | Office Administration |
| **Course Disciplines:** | Office Technologies |
| **Catalog Description:** | In this course, the student will use a word processing program to further increase keyboarding speed (60 net words a minute) and improve accuracy.  Additionally, students will also learn to prepare documents such as correspondence, memorandum, business letters, reports, and tables. This course is recommended for students who need to develop speed and accuracy skill as well as document formatting proficiency for personal or business use.<br> Note: Letter grade or pass/no pass option. |
| **Prerequisite:** | Business 145 with a minimum grade of C or equivalent skill experience |
| **Course Length:** | Full Term |
| **Hours Lecture (per week):** | 0.50 |
| **Hours Laboratory (per week):** | 1.50 |
| **Outside Study Hours:** | 1 |
| **Total Course Hours:** | 36 |
| **Course Units:** | 1 |
| **Grading Method:** | Letter Grade and Pass/No Pass |
| **Credit Status:** | Credit, degree applicable |
| **Transfer CSU:** | Yes |
| **Effective Date:** | 11/21/1994 |
| **Transfer UC:** | No |
| **Effective Date:** | |
| **General Education: ECC** | |
| **Term:** | |
| **Other:** | |
| **CSU GE:** | |
| **Term:** | |
| **Other:** | |
| **IGETC:** | |
| **Term:** | |
| **Other:** | |

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| **Student Learning Outcomes:** | **SLO#1 Key by Touch**<br>Key by touch straight-copy alphabetic material at a minimum rate of 60 net words per minute with no more than three errors on a 3-minute timing.<br><br>**SLO #2 Creating and Formatting a Business Letter**<br>Demonstrate the ability to create and properly format a standard business letter.<br><br>**SLO #3 Creating Legal Documents**<br>Demonstrate the ability to create and properly format legal documents. |
| **Course Objectives:** | 1. Key by touch, with proper touch technique, straight-copy alphabetic material at a minimum rate of 60 net words a minute (NWAM) with no more than 3 errors on a 3-minute timed writing.<br>2. Organize business and academic reports from rough-draft copy with and without lists or displayed paragraphs using appropriate computer commands.<br>3. Prepare tables with varied styles of columns and headings from rough-draft copy using appropriate computer commands.<br>4. Arrange business memoranda and block style letters from unarranged copy using appropriate computer commands. |
| **Major Topics:** | **I. Reports (2 hours, lecture)**<br>A. Analytical<br>B. Informational<br>C. Recommendation<br><br>**II. Reports (3 hours, lab)**<br>A. Analytical<br>B. Informational<br>C. Recommendation<br><br>**III. Tables (2 hours, lecture)**<br>A. Tabular<br>B. Columnar<br><br>**IV. Tables (3 hours, lab)**<br>A. Tabular<br>B. Columnar<br><br>**V. Memoranda (5 hours, lecture)**<br>A. Announcements<br>B. Request for action<br>C. Directives<br>Letters<br>A. Modified block style<br>B. Block style<br>C. Semi block style<br><br>**VI. Memoranda (4 hours, lab)**<br>A. Announcements<br>B. Request for action |

| | C. Directives<br>Letters<br>A. Modified block style<br>B. Block style<br>C. Semi block style<br><br>**VII. Skill Development (speed and accuracy) (15 hours, lab)**<br>A. Arranged copy<br>B. Unarranged copy<br><br>**VIII. Skill Testing (2 hours, lab)**<br>A. Arranged copy<br>B. Unarranged copy |
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| **Total Lecture Hours:** | 9 |
| **Total Laboratory Hours:** | 27 |
| **Total Hours:** | 36 |
| **Primary Method of Evaluation:** | 3) Skills demonstration |
| **Typical Assignment Using Primary Method of Evaluation:** | Complete and submit timed writings with a goal of 60 NWAM (Net Words a Minute). |
| **Critical Thinking Assignment 1:** | Change an open table of numbers from the textbook into a four-column, ruled table of numbers using word processing software. Submit completed document. |
| **Critical Thinking Assignment 2:** | Select appropriate fonts, margins, spacing and alignments and create a well-designed block style business letter from unformatted text contained in the textbook. Submit completed document. |
| **Other Evaluation Methods:** | Other (specify), Performance Exams |
| **Instructional Methods:** | Demonstration, Lecture |
| **If other:** | |
| **Work Outside of Class:** | Skill practice, Study |
| **If Other:** | |
| **Up-To-Date Representative Textbooks:** | Mitchell, William, <u>Keyboarding and Applications</u>, 7th ed., EMC/Paradigm Pub. Inc., 2018. |
| **Alternative Textbooks:** | |
| **Required Supplementary Readings:** | |
| **Other Required Materials:** | |
| **Requisite:** | Prerequisite |
| **Category:** | sequential |

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| **Requisite course(s):** List both prerequisites and corequisites in this box. | Business 145 with a minimum grade of C or |
| **Requisite and Matching skill(s):** Bold the requisite skill. List the corresponding course objective under each skill(s). | **Understand the computer hardware required for keyboarding and document processing.**<br>BUS 145 - Understand and use microcomputer system components, including keyboard, monitor, storage devices, and printer.<br><br>**Use proper posture, finger alignment and techniques.**<br>BUS 145 - Demonstrate proper touch keyboarding techniques on alphabetic and numeric/symbol keys.<br><br>**The ability to type 40 net words a minutes (NWAM).**<br>BUS 145 - Key by touch straight-copy alphabetic material at a minimum rate of 40 net words a minute with no more than five errors on a 3-minute timing.<br><br>**The ability to analyze typed material, identify errors and correct them.**<br>BUS 145 - Proofread and correct keyboarded material. |
| **Requisite Skill:** | equivalent skill experience |
| **Requisite Skill and Matching Skill(s):** Bold the requisite skill(s). If applicable | **Understand the computer hardware required for keyboarding and document processing.**<br>Understand and use microcomputer system components, including keyboard, monitor, storage devices, and printer.<br><br>**Use proper posture, finger alignment and techniques.**<br>Demonstrate proper touch keyboarding techniques on alphabetic and numeric/symbol keys.<br><br>**The ability to type 40 net words a minutes (NWAM).**<br>Key by touch straight-copy alphabetic material at a minimum rate of 40 net words a minute with no more than five errors on a 3-minute timing.<br><br>**The ability to analyze typed material, identify errors and correct them.**<br>Proofread and correct keyboarded material. |
| **Requisite course:** | |
| **Requisite and Matching skill(s):** Bold the requisite skill. List the corresponding course objective under each skill(s). | |
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| **each skill(s). If applicable** | |
| **Enrollment Limitations and Category:** | |
| **Enrollment Limitations Impact:** | |
| **Course Created by:** | Harris, Powell, and Strehlke |
| **Date:** | 08/01/1994 |
| **Original Board Approval Date:** | 11/21/1994 |
| **Last Reviewed and/or Revised by:** | David Pahl |
| **Date:** | 11/18/2021 |
| **Last Board Approval Date:** | 01/18/2021 |