El Camino College
COURSE OUTLINE OF RECORD – Approved

I. GENERAL COURSE INFORMATION

Subject and Number: **Business 60B**
Descriptive Title: **Microcomputer Keyboarding II and Document Processing**
Course Disciplines: **Office Technologies**
Division: **Business**

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 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.
 Note: Letter grade or pass/no pass option.

Conditions of Enrollment:
Prerequisite: Business 60A with a minimum grade of C or equivalent skill experience

Course Length: **X Full Term   Other (Specify number of weeks):**
Hours Lecture: **0.50 hours per week TBA**
Hours Laboratory: **1.50 hours per week TBA**
Course Units: **1.00**

Grading Method: **Both**
Credit Status: **Associate Degree Credit**

Transfer CSU: **X**   **Effective Date: 11/21/1994**
Transfer UC: **No**

General Education:
 El Camino College:

CSU GE:

IGETC:

II. OUTCOMES AND OBJECTIVES

A. COURSE STUDENT LEARNING OUTCOMES (The course student learning outcomes are listed below, along with a representative assessment method for each. Student learning outcomes are not subject to review, revision or approval by the College Curriculum Committee)

SLO #1 Key by Touch Key by touch straight-copy alphabetic material at a minimum rate of 60 net words per minutes with no more than three errors on a 3-minute timing.
SLO #2 Creating and Formatting a Business Letter
Demonstrate the ability to create and properly format a standard business letter.
SLO # Creating Legal Documents
Demonstrate the ability to create and properly format legal documents.

The above SLOs were the most recent available SLOs at the time of course review. For the most current SLO statements, visit the El Camino College SLO webpage at http://www.elcamino.edu/academics/slo/.

B. Course Student Learning Objectives (The major learning objective for students enrolled in this course are listed below, along with a representative assessment method for each)

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.
   Performance exams

2. Organize business and academic reports from rough-draft copy with and without lists or displayed paragraphs using appropriate computer commands.
   Performance exams

3. Prepare tables with varied styles of columns and headings from rough-draft copy using appropriate computer commands.
   Performance exams

4. Arrange business memoranda and block style letters from unarranged copy using appropriate computer commands.
   Performance exams

III. OUTLINE OF SUBJECT MATTER (Topics are detailed enough to enable a qualified instructor to determine the major areas that should be covered as well as ensure consistency from instructor to instructor and semester to semester.)

Lecture or Lab	Approximate Hours	Topic Number	Major Topic
Lecture	2	I	Reports Analytical Informational Recommendation
Lab	3	II	Reports Analytical Informational Recommendation
Lecture	2	III	Tables Tabular Columnar

Lab	3	IV	Tables Tabular Columnar
Lecture	5	V	Memoranda Announcements Request for action Directives Letters Modified block style Block style Semi block style
Lab	4	VI	Memoranda Announcements Request for action Directives Letters Modified block style Block style Semi block style
Lab	15	VII	Skill development (speed and accuracy) Arranged copy Unarranged copy
Lab	2	VIII	Skill testing Arranged copy Unarranged copy
Total Lecture Hours	9		
Total Laboratory Hours	27		
Total Hours	36		

IV. PRIMARY METHOD OF EVALUATION AND SAMPLE ASSIGNMENTS

A. PRIMARY METHOD OF EVALUATION:

Skills demonstrations

B. TYPICAL ASSIGNMENT USING PRIMARY METHOD OF EVALUATION:

Complete and submit timed writings with a goal of 60 NWAM (Net Words a Minute).

C. COLLEGE-LEVEL CRITICAL THINKING ASSIGNMENTS:

0. Change an open table of numbers from the textbook into a four-column, ruled table of numbers using word processing software. Submit completed document.

1. 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

D. **OTHER TYPICAL ASSESSMENT AND EVALUATION METHODS:**
   Performance exams
   Other (specify):
   Timed writings

V. INSTRUCTIONAL METHODS

   Demonstration
   Lecture

Note: In compliance with Board Policies 1600 and 3410, Title 5 California Code of Regulations, the Rehabilitation Act of 1973, and Sections 504 and 508 of the Americans with Disabilities Act, instruction delivery shall provide access, full inclusion, and effective communication for students with disabilities.

VI. WORK OUTSIDE OF CLASS

Study
Skill practice

Estimated Independent Study Hours per Week: 1

VII. TEXTS AND MATERIALS

   A. **UP-TO-DATE REPRESENTATIVE TEXTBOOKS**

   Mitchell, William. Keyboarding and Applications. 7th ed. EMC/Paradigm Pub. Inc., 2018

   B. **ALTERNATIVE TEXTBOOKS**

   C. **REQUIRED SUPPLEMENTARY READINGS**

   D. **OTHER REQUIRED MATERIALS**

VIII. CONDITIONS OF ENROLLMENT

A.   **Requisites (Course and Non-Course Prerequisites and Corequisites)**

Requisites	Category and Justification
Course Prerequisite Business-60A or	Sequential
Non-Course Prerequisite	The student is expected upon entrance to the course to have had equivalent typing experience to achieve a minimum speed of 40 gross words a minute (GWAM).

B.   Requisite Skills

Requisite Skills
Understand the computer hardware required for keyboarding and document processing. BUS 60A - Understand and use microcomputer system components, including keyboard, monitor, storage devices, and printer.
Use proper posture, finger alignment and techniques. BUS 60A - Demonstrate proper touch keyboarding techniques on alphabetic and numeric/symbol keys.
The ability to type 40 net words a minutes (NWAM). BUS 60A - 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.
The ability to analyze typed material, identify errors and correct them. BUS 60A - Proofread and correct keyboarded material.

C.   Recommended Preparations (Course and Non-Course)

Recommended Preparation	Category and Justification

D.   Recommended Skills

Recommended Skills

E.   Enrollment Limitations

Enrollment Limitations and Category	Enrollment Limitations Impact

Course created by Harris, Powell, and Strehlke on 08/01/1994.

BOARD APPROVAL DATE: 11/21/1994

LAST BOARD APPROVAL DATE: 12/17/2018

Last Reviewed and/or Revised by: Randy Harris   **Date: 10/2/2018**

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