

**College of San Mateo
Official Course Outline**

1. **COURSE ID:** BUS. 316 **TITLE:** Keyboarding II **C-ID:**
Semester Units/Hours: 3.0 units; a minimum of 48.0 lecture hours/semester
Method of Grading: Grade Option (Letter Grade or P/NP)
Recommended Preparation:
 Eligibility for ENGL 838 or 848.
 BUS. 315,
2. **COURSE DESIGNATION:**
Degree Credit
Transfer credit: CSU
AA/AS Degree Requirements:
 CSM - GENERAL EDUCATION REQUIREMENTS: E5d. Career Exploration and Self-Development
3. **COURSE DESCRIPTIONS:**
Catalog Description:
 Advanced course to increase keyboarding speed and accuracy as well as improve word processing skills in formatting and producing letters, memos, reports and tabulated material.
4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**
 Upon successful completion of this course, a student will meet the following outcomes:
 1. meet entry-level industry standards for keyboarding speed and accuracy.
 2. correctly format business documents such as letters, envelopes and memos using word processing formatting features.
5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**
 Upon successful completion of this course, a student will be able to:
 1. meet entry-level industry standards for keyboarding speed and accuracy.
 2. correctly format business documents such as letters, envelopes and memos using word processing formatting features.
6. **COURSE CONTENT:**
Lecture Content:
 1. Orientation
 2. Discussing entry-level industry standards for keyboarding speed and accuracy.
 3. Discussing skillbuilding lessons and student progress.
 4. Introducing word processing program, required excercises and documenting of excercises.
 5. Discussing word processing lessons and student progress.
7. **REPRESENTATIVE METHODS OF INSTRUCTION:**
 Typical methods of instruction may include:
 1. Other (Specify): a. Instructor will lecture using computer overhead demonstrations to present and illustrate accessing, navigating and closing the keyboarding tutorial. b. Students will work independently on textbook exercises to improve speed and accuracy. c. Students will be required to print and hand in or email selected exercises to the instructor. d. Students will have use of computer labs under faculty supervision to work on any classrelated projects.
8. **REPRESENTATIVE ASSIGNMENTS**
 Representative assignments in this course may include, but are not limited to the following:
Reading Assignments:
 Read handouts such as Ergonomics and Typing; Typing Positions and Stretches
 Students will be required to read each WORD chapter before class.
9. **REPRESENTATIVE METHODS OF EVALUATION**
 Representative methods of evaluation may include:
 1. Selected student exercises will be evaluated by the instructor and assigned percentage point values for completeness, correctness and timeliness.

10. **REPRESENTATIVE TEXT(S):**

Other:

1. Go! Word 2010 Brief; Gaskin/Ferrett Pearson/Prentice Hall Publishing Co., 2011

Origination Date: August 2010

Curriculum Committee Approval Date: November 2012

Effective Term: Fall 2013

Course Originator: Patricia Brannock

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