

BC C013N: KEYBOARDING AND DOCUMENT FORMATTING (NONCREDIT)

Item	Value
Top Code	070210 - Software Applications
Units	0 Total Units
Hours	27 Total Hours (Lecture Hours 27)
Total Outside of Class Hours	0
Course Credit Status	Noncredit (N)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	Yes; Repeat Limit 99
Grading Policy	P/NP/SP Non-Credit (D)

Course Description

The Keyboarding and Document Formatting class is designed to prepare students for entry-level office and administrative support in a variety of fields or businesses. It is intended to prepare students for the skilled workforce with high-growth and high-wage employment potential. According to employers, applicants and employees with the skills acquired in this course and in the related certificate are more likely to be hired or promoted into roles with increased responsibility. Its goal is career-preparation and job-readiness skills with possible apprenticeships or internships. This course is a noncredit course and may not be substituted or considered for equivalency with any credit course. This course may be used to partially fulfill the requirements for Customer Service Technology Level 2 Certificate of Completion (Noncredit). NOT DEGREE APPLICABLE. Not Transferable.

Course Level Student Learning Outcome(s)

1. Using the touch-type method of keyboarding, with appropriate techniques, type at least 48 words per minute proficiently.

Course Objectives

- 1. Identify parts of a letter and envelope; then create a personal and business-style letter with envelope.
- 2. Demonstrate typing speeds of no less than 45 gross words per minute on a 3-minute timed writing with 4 or fewer errors.
- 3. Apply center, bold, and italics formatting to text.
- 4. Employ standardized formats for memorandums.
- 5. Select proofreading symbols and write the correct symbol when given the meaning.

Lecture Content

Horizontal and Vertical Centering Proofreading Techniques and Symbols Business Letters Memorandums Manuscripts Tables Speed Building

Method(s) of Instruction

- Enhanced NC Lect (NC1)
- Online Enhanced NC Lect (NC5)

Instructional Techniques

A variety of instructional techniques will be employed to encompass different student learning styles. These may include, but are not limited to, lecture, discussion, projects, and small-group activities. Instruction will be supplemented, where appropriate, by digital media presentations and resources, guest speakers, and field trips.

Reading Assignments

Students will complete reading assignments assigned from the textbook, supplemental readings, handouts, Internet resources, and any assignments from the Coastline Library.

Writing Assignments

Weekly discussion topic written response.

Out-of-class Assignments

Weekly projects, quizzes, and exams demonstrating skills acquired and applied.

Demonstration of Critical Thinking

Ability to complete timed skill demonstrations with speed and accuracy.

Required Writing, Problem Solving, Skills Demonstration

Practical exams demonstrating problem-solving and keyboarding skills.

Eligible Disciplines

Office technologies (secretarial skills, office systems, word processing, ...: Any bachelors degree and two years of professional experience, or any associate degree and six years of professional experience.

Textbooks Resources

1. Required Mercury Learning Information. Keyboarding and Beyond: Introductory Typing, ed. 9781936420360: Mercury Learning Information, 2012 Rationale: Updating textbook to within five year requirement. There are actually very few keyboarding books available. Legacy Textbook Transfer Data: Legacy text

Manuals Resources

1. Ellsworth, B.G. Keyboarding Mastery, Ellsworth Publishing Co , 12-31-2015

Other Resources

1. Coastline Library