

COURSE OUTLINE**Computer Applications and Business Office Technologies 205  
Computer Keyboarding I****I. Catalog Statement**

Computer Applications and Business Office Technologies 205 develops the basic skill of keyboard techniques to give the foundation for advanced training in keyboarding. Training is given in the preparation of memorandums, personal letters, business letters, simple tabulation, outlines, and manuscripts.

Units – 3.0

Lecture hours – 2.0; Laboratory: 3.0

Recommended preparation: English 191 or ESL 141. (English 191 or ESL 141 may be taken concurrently)

Note: Students who can type at least 30 words a minute should enroll in Computer Applications and Business Office Technologies 210.

**II. Course Entry Expectations**

Skills Level Ranges: Reading 4; Writing 4; Listening-speaking 4; Math 1.

**III. Course Exit Standards**

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

1. use the proper position of their hands and fingers, as well as correct posture for touch typing;
2. work toward meeting preset speed and accuracy goals in each lesson;
3. know proper formatting of tables, letters, various reports, memorandums, envelopes and labels;
4. apply rules associated with production typewriting which will include margins, tabs, vertical spacing, footnotes, word division, enumerations, grammar, punctuation, and characteristics of the different letter styles;
5. type a minimum of 25 wpm ("C").

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

- |    |   |         |
|----|---|---------|
| A. | Introduction to the computer                              | 2 hours |
|    | 1. Identify and operate the various parts of the computer |         |
|    | 2. Care for the computer                                  |         |
| B. | Basic Techniques  | 3 hours |
|    | 1. Sit in the correct position while typing               |         |

- |    |  |          |
|----|--|----------|
|    | 2. Position fingers, wrists, feet, eyes, and arms                            |          |
|    | 3. Use proper stroking   |          |
| C. | Mastery of Keyboard  | 15 hours |
|    | 1. Locate the home-key position on the keyboard                              |          |
|    | 2. Type and score guided writings  |          |
|    | 3. Type figures and symbols  |          |
|    | 4. Shift for capitals  |          |
|    | 5. Operate the tab, enter, backspace, alt, ctrl keys                         |          |
| D. | Developing Speed and Control   | 10 hours |
|    | 1. Develop speed and control while taking timed writings and guided writings |          |
|    | 2. Type speed and rhythm drills to improve stroking                          |          |
|    | 3. Type control drills to improve and increase his accuracy                  |          |
|    | 4. Type corrective drills to improve both speed and accuracy                 |          |
| E. | Introduction to Problem Typing   | 15 hours |
|    | 1. Center typed copy horizontally  |          |
|    | 2. Type correct copy for rough draft and proofreader's marks                 |          |
|    | 3. Type personal notes   |          |
|    | 4. Center typed copy vertically  |          |
|    | 5. Type personal letters using different letter styles                       |          |
|    | 6. Address envelopes   |          |
| F. | Business Letters   | 15 hours |
|    | 1. Type modified block style with blocked paragraphs as well as other types  |          |
|    | 2. Use open and mixed punctuation  |          |
|    | 3. Fold a letter for both small and large envelopes                          |          |
|    | 4. Delete and correct errors   |          |
| G. | Tabulation and Word Division   | 10 hours |
|    | 1. Type problems involving the horizontal placement of tables                |          |
|    | 2. Correctly type headings and subheadings for tables                        |          |
|    | 3. Align copy  |          |
|    | 4. Mark horizontal and vertical pencil lines                                 |          |
|    | 5. Correctly divide words  |          |
| H. | Reports and Outlines   | 10 hours |
|    | 1. Center "spread" titles  |          |
|    | 2. Use bullets and numbering in reports                                      |          |
|    | 3. Outline   |          |
|    | 4. Prepare unbound and left bound manuscript pages                           |          |
|    | 5. Type footnotes and use of page-end indicator                              |          |
|    | 6. Use left, center, right and justify alignment                             |          |
|    | 7. Type two-page reports with page numbers                                   |          |

**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 is given covering the following:
  - A. Timed-writings to measure speed and accuracy.
  - B. Timed production typewriting, in which the student will read and follow directions, analyze problems and exercise critical thinking to determine the proper steps to take.
  - C. Written objective questions covering definition of terms, rules for spacing, and identification of the machine parts.
  - D. create documents that are formatted and proofread at a minimum “C” level.

During the semester, timed writing and timed production measurements are given. Check on lesson assignments are made frequently.

**VII. Textbook**

Ober, Gregg College Document Processing Kit I: BASIC, 11<sup>th</sup> ed.,  
Columbus, Ohio, Glencoe/McGraw-Hill, 2011.  
10<sup>th</sup> Grade Textbook Reading Level. ISBN: 0-07-736139-3

**VIII. Student Learning Outcome**

Upon successful completion, the student will be able to:

1. use proper position of hands and fingers while keyboarding;
2. type a minimum of 25 words per minute;
3. create, edit, and format business letters, business reports, academic reports, memorandum, envelopes and labels;
4. use appropriate rules for grammar, spelling, punctuation, margins, etc.