Course Name: Keyboarding for Information Processing II

Course Number: BOT 112

Credits: 3

Catalog description: Continued emphasis on keyboarding skills with drills for improvement in technique, speed, and accuracy; Increase emphasis is given on more difficult letters, manuscripts, and reports, tabled, legal and medical documents. Unarranged problem applications and production-timed activities receive major emphasis. Open to BOT students. Substantial lab time is required in the computer lab.

Prerequisite, Corequisite, or Parallel: BOT*111 with grade of "C" or higher and pre-requisite or parallel ENG*101

General Education Competencies Satisfied:

HCC General Education Requirement Designated Competency Attribute Code(s):

None

Additional CSCU General Education Requirements for CSCU Transfer Degree Programs:

None

Embedded Competency(ies):

None

Discipline-Specific Attribute Code(s):

☒ **BUS**   **Business elective**

Course objectives:

General Education Goals and Outcomes:

None

Course Specific Objectives:

1. Keyboard (type) effectively on a computer
   a. Develop increased speed and accuracy through speed and accuracy drills
2. Describe and explain related terminology and vocabulary as it complements other content areas such as: data processing, business management, computer literacy, word processing, composition, and computer science

3. Construct workplace simulations and format documents according to situational needs
4. Identify formatting techniques associated with mailable correspondence in a variety of styles
5. Identify formatting techniques associated with manuscripts and reports
6. Identify formatting a variety of mailable legal documents in ruled and un-ruled styles as well as medical documents and transcripts

Course Content:

Skill Building and Review of Keyboarding For Info Pro 1
    Correspondence
    Letters with Mailing Notations
    Technical Simplified Letters
    Two-Page Memorandums
    Memorandums with Tables

REPORTS
    Business Reports and Tables
    Agendas and Minutes of Meetings
    Itineraries and Travel Expense Reimbursement

TABLES
    Column Headings – Centering and Long
    Advanced Tables
    Ruled Tables
    Tables with Leaders

PROBLEM SOLVING
    Memos, Correspondence, Reports, Tables

LEGAL DOCUMENTS
    Maintenance Agreements
    Prenuptial Agreements and Divorces
    Wills – Appeals
    Class Action Lawsuits

MEDICAL DOCUMENTS
    Reports, Tables, Brochure, Medical Legal

ASSESSMENTS ACADEMIC REPORTS

FORMS
    Problem Solving – On the Job
    News Releases, Business Forms and Correspondence, Business
    Reports Timings – Speed: 5 Minutes Accuracy: 1 Error per Minute

Date Course Created:

Date of Last Revision: 04/03/2017