

**SALEM COMMUNITY COLLEGE
COURSE SYLLABUS COVER SHEET**

Course Title BUS114 Keyboarding & Word Processing
Course Number BUS114
Department Business

Action Taken (Please Check One)

	New Course Initiated	()
	Minor Updates	()
	Major Updates	()
	Endorsement Unchanged	()
*	Master Copy is Available on Diskette	()
*	Code	_____

Original Date of Syllabus _____ ?
Date of Last Official Change _____ ?
Semester Offered Fall, Spring
Faculty Member K. Mattison

* **Academic Affairs use only**

Salem Community College Course Syllabus

Section I

Course Title: Keyboarding/Word Processing

Course Code: BUS 114

Lecture Hours: 4

Laboratory Hours: 0

Credits: 4

Course Description:

The Keyboarding/Word Processing course is designed to teach students how to use a computer and a word processing application. The course activities focus on developing the touch method of keyboarding and basic word processing formatting of business documents. Activities are self-paced. The students will increase straight-copy speed and develop mastery of word processing skills. Accuracy and editing are emphasized in the preparation of business correspondence, reports, tables and employment documents. Microsoft Office certification, include creating graphics and hyperlinks will be discussed.

Prerequisite: None

Co-requisite: None

Place in College Curriculum:

This course is a required course for the Administrative Assistant, Medical Coding, and Pharmacy Technician certificate program. It may also be taken as an Open elective in all other programs.

Date of Last Revision:

12/ 2011

Section II

Course Outline:

- I. Keyboard Control
 - A. Alphabet Letters
 - B. Numbers
 - C. Symbols
 - D. Accuracy Development
 - E. Speed Development
 - F. Timed Writings

- II. Skill Drive
 - A. Accuracy Development
 - B. Speed Development
 - C. Timed Writings
 - D. Skill Refinement
 - E. Diagnostic Practice
 - F. Progressive Practice
 - G. Paced practice
 - H. Pretest/Practice/Posttest

- III Document Processing/Word Processing Skills
 - A. Navigating in Windows
 - B. Basic Functions using Microsoft Word
 - C. Academic and Business Reports
 - D. Business Letters
 - E. Email Messages
 - F. Memos with Attachment
 - G. Memos with Tables
 - H. Reports: Itinerary, Agenda, Procedures Manual, Magazine Article, Agenda, Minutes of Meeting, Magazine Article

- IV. Tables
 - A. Boxed with Footnotes or Source Notes
 - B. Braced Column Headings
 - C. Boxed Table in Landscape
 - D. Multipage Boxed Table
 - E. Revising Tables

- V. Specialized Applications

- A. Medical Office Applications
- B. Legal Office Applications
- C. Employment Documents
- D. Designing Office Forms
- E. Designing Office Publications
- F. Designing Web Pages

VI. Language Arts Skills

- A. Proofreading
- B. Spelling
- C. Punctuation
- D. Capitalization
- E. Number expression
- F. Subject-verb agreement
- G. Abbreviations, and word choice.

Section III

Course Performance Objectives:

Course Performance Objective 1

The student will apply proper techniques for the operation and care of the computer.

Learning Outcomes:

1. The student will demonstrate correct log-on procedures as specified by the instructor.
2. The student will demonstrate start up procedures of the GDP program and use of the mouse.
3. The student will display the proper position when sitting at the workstation as indicated by the instructor.
4. The student will demonstrate correct exiting of program and shut down procedures as specified by the instructor.
5. The student will identify and describe the functions of the hardware at the workstation.
6. The student will identify and describe the keyboard and the function of the special keys on the keyboard.

Course Performance Objective 2

The student will key straight-copy material on a computer using Microsoft Word and the GDP software at a rate of 50 words a minute for five minutes with five or fewer errors.

Learning Outcomes:

1. The student will key accurately using the alphabetic, number, symbol, and function keys on the keyboard.
2. The student will complete accuracy drills as directed by the instructor.
3. The student will practice speed-building drills according to criteria set by the instructor.
4. The student will key straight-copy material at a rate of 50 words a minute for five minutes with no more than five errors at least five times.
5. The instructor will evaluate enabling objectives 1 and 4 when timed writings are submitted for grading beginning with the second week of class and continuing at least once a week.

Course Performance Objective 3

The student will utilize touch keying and word processing skills in the preparation of documents frequently used in an office setting.

Learning Outcomes:

1. The student will use the GDP and/or Microsoft Word software to prepare and print business documents such as business letters, email messages, memos with attachment, memos with tables, reports, itinerary agenda, procedures manual, magazine article, meeting agenda, minutes of meeting.
2. The student will produce acceptable copy from statistical, rough draft, and handwritten material.
3. The student will use high-level proofreading skills to correct each document for accuracy.

Course Performance Objective 4

The student will compose and key original documents on the computer.

Learning Outcomes:

1. As directed by the instructor and given a topic, the student will compose and print original documents on the computer within 30 minutes.
2. The student will use acceptable language arts skills and correct keyboarding techniques according to criteria indicated by the instructor.

Course Performance Objective 5

The student will display office standards in quality of work, demeanor, work habits, business ethics, and attendance.

Learning Outcomes:

1. The student will print documents with three or less errors.
2. The student will demonstrate a professional demeanor that would be acceptable in an office setting as indicated by the instructor.
3. The student will work efficiently and accurately in the production of business documents.
4. The student will exhibit ethics that would be acceptable to an employer in an office situation.
5. The student will work independently, follow directions, and employ problem-solving abilities to complete assignments.

Course Performance Objective 6

The student will understand the importance of proofreading, making multiple passes over their documents to resolve known writing weaknesses, review and revise paragraph transition issues, as well as resolve any grammar or spelling issues.

Learning Outcomes:

1. The student will utilize the reference category and demonstrate an understanding of the need for endnotes and footnotes in a written document.
2. The student will utilize proper citation and bibliography techniques in a written document.

3. The student will insert a Table of Contents into a written document.
4. The student will include Captions and a Table of Figures into a written document.

Section IV

General Education Requirements:

The general education goal covered in BUS114 is communication and computer literacy.

Section V

General Outcomes Assessment:

A college-wide outcomes assessment program has been put into place to enhance the quality and effectiveness of the curriculum and programs at Salem Community College. As part of this assessment program, the learning outcomes for this course will be assessed. Assessment methods may include tests, quizzes, papers, reports, projects and other instruments. Copies of all outcomes assessments are available in an electronic assessment bank maintained by the Institutional Research and Planning Office.

Section VI

Course Activities:

The student will be required to utilize keyboarding/word processing skills to key and print a wide range of basic business documents, tables, and reports. The student will take scheduled word processing objective tests and skill progress tests in addition to timed writings using refined proofreading and problem-solving techniques. Students will use correspondence and report templates and learn to design notepads, office forms, announcements, flyers, and newsletters.

Course Requirements and Evaluation:

Please refer to the instructor's syllabus addendum (to be distributed in class) for specific information regarding the course requirements and means of evaluation.

Attendance Policy:

Regular and prompt attendance in all classes is expected of students. Students absent from class for any reason are responsible for making up any missed work. Faculty members establish an attendance policy for each course and it is the student's responsibility to honor and comply with that policy.

Academic Honesty Policy:

Students found to have committed an act of academic dishonesty may be subject to failure of this course, academic probation, and / or suspension from the college. See the Student Handbook for additional details.

ADA Statement:

If you have a 504 Accommodation Plan, please discuss it with your instructor. If you have any disability but have not documented it with the Disability Support coordinator at Salem Community college, you must do so to be eligible for accommodations. To contact the Disability Support Coordinator, call 856-351-2773, or email disabilitysupport@salemcc.edu to set up an appointment. To find out more information about disability support services at Salem Community College, visit www.salemcc.edu/students/student-success-programs/disability-support.

Section VII**Required Text(s):**

For textbook information, please see the [Salem Community College Bookstore Website](#).

Optional Text(s):

None

Materials/Supplies:

One flash drive
One pocket folder

Additional Costs:

As necessitated by the required materials

References:

None