

BTEC 115 Beginning Keyboarding

Credit Hours: 3

Scheduled hours per week

Lecture: # 3

Lab: #

Other: e-course
(EDGE credit available)

Catalog Course Description: Using Microsoft Word, students are taught keyboard touch control and techniques to build basic speed and accuracy. Emphasis is on formatting e-mails, reports, letters, memos, tables, and other kinds of personal and business communications.

Prerequisites:

Corequisites: None

Course Learning Outcomes:

Students should be able to:

Apply the touch method and proper techniques to keyboard the alphabetic and numeric keys by touch for documents and timed writings.

Apply touch-keyboarding techniques at acceptable speed and accuracy levels.

Create a variety of documents essential to business including: memorandums, email messages, letters, notices, tables, reports, manuscripts, and newsletters with Microsoft Word.

Create a variety of employment documents (application letter and resume, interview techniques, thank you letter with Microsoft Word.

Create draft original material with correct language, word order, and punctuation.

Analyze and make decisions on document priorities, preparation of documents, and file management.

Apply proofreaders' marks and revise text.

Understand business terminology and concepts to produce letters, memorandums, email messages, tables, and reports.

Apply ethical values and behavior for problem solving, critical thinking, and decision making.

Apply acceptable language arts and communication skills commensurate with the expectations of the business profession using Word.

Topics to be studied:

Alphabetic Keys
Figures & Symbols
Create Documents
Formatting Basics
Editing Basics
Formatting Essentials
Interoffice Memo
Review Memo and E-Mail
Block Letter Format
Block Letters with Envelopes
Labels
Modified Block Letter Format
Correspondence Review
Report Basics
Unbound Report with Title Page

Two-Page Report Essentials with Long Quotations
Two-Page Report with References
APA | MLA Style in Reports
Left bound Report with Footnotes
Create Tables AutoFormat
Format Tables
Revise Tables
Tables within Documents
Table Assessment
Reference Tools
Edit Letters
Edit Memos and E-Mail
Edit Tables and Reports
Edit Documents
Graphics

Relationship of Course to Program or Discipline Learning Outcomes:

Associate of Applied Science in Business Technology (BTEC) Program Outcomes:	
At the conclusion of the AAS in Business Technology program, students will:	
Communicate effectively and professionally both orally and in writing within the context of the business world in an administrative role.	X
Demonstrate competence in the use of electronic tools: hardware and software-to research, manage, and present information.	X
Utilize word processing software such as MS Word to design professional quality documents (reports, memos, etc.), including the ability to import and appropriately integrate tables and graphics.	X
Utilize spreadsheet software such as MS Excel to manipulate and analyze data, including basic operations on cells and cell ranges, formulas and functions, filters, sorts, and develop graphs and charts.	
Utilize presentation software such as MS PowerPoint to present information in an appropriate and sophisticated manner, including design templates, color and animation schemes, custom animation, and importation of charts, tables, and graphics.	
Demonstrate the ability to work ethically, effectively, and respectfully with people of diverse backgrounds and with people who have different roles, social affiliations, and personalities.	
Be prepared for admission to the Bachelor of Applied Science in Business Administration with a Business Information Technology (BIT) concentration at WVU at Parkersburg.	

Relationship of Course to General Education Learning Outcomes:	
Composition and Rhetoric Students illustrate a fundamental understanding of the best practices of communicating in English and meet the writing standards of their college or program-based communication requirements.	X
Science & Technology Students successfully apply systematic methods of analysis to the natural and physical world, understand scientific knowledge as empirical, and refer to data as a basis for conclusions.	
Mathematics & Quantitative Skills Students effectively use quantitative techniques and the practical application of numerical, symbolic, or spatial concepts.	
Society, Diversity, & Connections Students demonstrate understanding of and a logical ability to successfully analyze human behavior, societal and political organization, or communication.	
Human Inquiry & the Past Students interpret historical events or philosophical perspectives by identifying patterns, applying analytical reasoning, employing methods of critical inquiry, or expanding problem-solving skills.	
The Arts & Creativity Students successfully articulate and apply methods and principles of critical and creative inquiry to the production or analysis of works of art.	
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Special projects or requirements of the course:

Hands-on Word Applications
Homework
Objective Tests
Speed Assessment

Additional information:

Document Timed Writings at 37 – 40 words a minute (C) with one error per minute at the end of the course.

BTEC courses require a C or better for Certificates, Associate's Degree, and BASBA Major Concentration.

Prepared by:

Carol C. Thomas, Professor

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