

BTEC 116 Intermediate Keyboarding

Credit Hours: 3

Scheduled hours per week

Lecture: # 3

Lab: #

Other: e-course

Catalog Course Description: This is a sequel course to BTEC 115. This course uses Microsoft Word and continues the development of basic keyboarding skills. The course focuses on formatting various kinds of business correspondence, reports, tables, electronic forms, and desktop publishing projects from arranged, unarranged, handwritten, and rough-draft sources with an emphasis on speed and accuracy. International formatting, legal, medical, and employment documents are covered.

Prerequisites:

Co-requisites: CS 101

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 and design an online resume with Microsoft Word.

Create a variety of legal documents such as Warranty Deed, Last Will and Testament, Affidavit of Possession, Summons, Complaint, and Judgment with Microsoft Word.

Create a variety of medical documents with Microsoft Word.

Create a variety of international document correspondence in Canada, Mexico, France, Germany, and China with Microsoft Word.

Create banking, education, nursing facility, and government correspondence with Microsoft Word.

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

Apply advanced designing of office forms and publications such as flyers, newsletters, report templates, and clip art applications.

Create mail merged letters, envelopes, and labels.

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

Apply proofreaders' marks and revise text.

Create cover page, table of contents, bibliography, and report formatting, footnotes and endnotes, APA and MLA styles.

Understand 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:

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| Memo and E-mail Review | Mail Merge |
| Block Letter Review and Special Features | Edit Data Source |
| Modified Block and Two-Page Letter Review | Merge with Envelopes and Labels |
| Table Review and Use Draw Table | Merge Data with Alternate Sources |
| Merge and Split Cells; Sort Data | Web Page |
| Calculations in Tables | Traditional Resumes |
| Excel Worksheets and Word Tables | Electronic and Scannable Resumes |
| Unbound Report with Footnotes | Application and Follow-up Letters |
| Left bound Report with Endnotes | Agenda – Traditional and Wizard |
| Report with Section Breaks | Minutes – Traditional and Wizard |
| Report with Table of Contents and Index | News Release |
| Table of Contents, Table of Figures, and Index | Itinerary |
| Using Clip Art, WordArt, and Drawing | Purchase Order |
| Modify Graphic Images | Apply and Create Styles |
| Format Diagrams, Charts, and Images | Modify Styles and Templates |
| Working with Graphics in Newsletters | Create Master and Subdocuments |
| Create Brochure with Graphics | Advanced Macros |
| Create Fill-in Forms | Customize Menus and Toolbars |
| Creating Forms with Graphics | Structuring Documents Using XML |
| Creating Web Page Forms | Using Summary Information |

Relationship of Course to Program or Discipline Learning Outcomes:

| Associate of Applied Science in Business Technology (BTEC) Program Outcomes: | |
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| 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: | |
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| 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 | X |

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| communication requirements. | |
| 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. | |
| 10/20/2107 | |

Special projects or requirements of the course:

- Hands-on Word Applications
- Homework
- Objective Tests
- Speed Assessment

Additional information:

Timed Writings at 45 - 50 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

Date: October 20, 2017.