

COURSE OUTLINE

Revision: Marla Lockhart Date: April, 2009

DEPARTMENT: Business (BUS)  
CURRICULUM: Business Information Technology  
COURSE TITLE: Information Technology I  
COURSE NUMBER: BUS 170  
TYPE OF COURSE: Vocational Preparatory  
COURSE LENGTH: 1 quarter  
CREDIT HOURS: 4  
LECTURE HOURS: 33  
LAB HOURS: 22  
CLASS SIZE: 28  
PREREQUISITES: BUS 104 (Keyboarding) or instructor's permission

COURSE DESCRIPTION:

This course develops Word for Window, document and keyboarding skills, formatting, and handling of business information. Emphasis is on preparing business letters, memoranda, reports, simple tables, (including Word's spreadsheet basics), and outlines. Introduction to 10-key pad, and review and reinforcement of business English rules are included.

STUDENT LEARNING OUTCOMES ADDRESSED:

1. Technology – Use current software for business communications.
2. Information Literacy – Access current data for tasks as required.

PROGRAM OUTCOMES ADDRESSED:

1. Apply standard business rules in clear, concise, and effective business communications.

PROGRAM OUTCOMES ADDRESSED (Cont.):

4. Use office technology for inter- and intra-office communication.
7. Demonstrate time management and organization skills.
13. Use the Internet for information searches.
20. Understand career paths and advancement criteria typical of office occupations.

GENERAL COURSE OBJECTIVES:

At the end of the course the student will:

1. Demonstrate basic computer literacy and a proficiency in using Windows-based software.
  - a. Demonstrate knowledge of computer hardware and software basics.
  - b. Demonstrate ability to use the mouse and keyboard efficiently.
  - c. Demonstrate ability to use appropriate file and disk management techniques such as copy, move, back-up, rename, retrieve and delete
2. Demonstrate the ability to format and produce a variety of simple business documents using word processing software.
  - a. Create, name and save document.
  - b. Set margins and tables, make corrections by inserting and deleting text, adjusting line spacing and justification, enhancing text using fonts, centering, bolding, underlining, indenting and outlining.
  - c. Improve readability of tabulated documents by understanding basic table concepts. Also use basics of spreadsheet creation and basic cell formatting using table layout features, tabs, shading and borders.
  - d. Produce and print documents such as letters, memorandums and reports.
3. Keyboard alphabetic and alphanumeric at 40 WPM and numeric material at 25 WPM.
4. Apply written communications skills.
  - a. Proofread and edit printed and electronic documents using business English rules.
  - b. Use spell checking, thesaurus and other editing software features.
  - c. Apply appropriate punctuation rules.
5. Format and produce a variety of complex business documents using word processing software.
  - a. Format tables.
  - b. Improve the readability of tabulated documents by using leader tabs, shading and lines.
  - c. Format simple spreadsheets.

6. Apply mailability standards to document production.
  - a. Building document production skills.
  - b. Evaluate documents for mailability.
  - c. Discuss the importance of personal and organizational image as reflected in error-free documents.
7. Demonstrate good office work habits.
  - a. Promptness
  - b. Regular attendance
  - c. Timely completion of assignments.
  - d. Mailable work
  - e. Desk organization, etc.
  - f. Prioritize tasks
  - g. Ability to work cooperatively with others.
8. Demonstrate awareness of safety requirements and a concern for health in the work place.
  - a. Follow directions in case of fire.
  - b. Discuss CPR.
  - c. Demonstrate awareness of importance of an ergonomic office environment and personal work areas.
  - d. Demonstrate awareness of causes of repetitive motion injury and develop techniques to prevent them (exercises, correct wrist posture)
9. Demonstrate an understanding of work ethics within organizations.
  - a. Demonstrate ability to accept responsibility for work assignments.
  - b. Demonstrate knowledge of the need to create a positive, cooperative environment within work place.
  - c. Become aware of issues which affect the work place (harassment)
  - d. Demonstrate knowledge of importance of confidentiality.

TOPICAL OUTLINE:	APPROX. HOURS
I. Basic computer literacy and a proficiency in using Windows-based software	5
II. Format and produce a variety of simple business documents using word processing software	23
III. Keyboarding alphabetic and alphanumeric	2
IV. Written communication skills	5
V. Format and produce a variety of complex business documents using word processing software	15
VI. Mailability standards for document production	2
VII. Good office work habits	1
VIII. Safety requirements and awareness, concerns for a healthy work place	1
IX. Work ethics within an organization	1
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	55

Revised BY: Marla Lockhart  
DATE: April, 2009