BUS 271: COLLEGE KEYBOARDING LEVEL 2

Proposer:

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Effective Term:
Fall 2026

Does this course use a CA Common Course Number
No

Credit Status:
Credit - Degree Applicable

Subject:
BUS - Business
Course Number:
271

Discipline:

And/Or	(	Discipline	)
		Business	

Catalog Title
College Keyboarding Level 2

COS Course Description
BUS 271 is an intermediate keyboarding course with emphasis on improving speed and accuracy by touch and learning advanced features of word processing to create, format, and edit advanced business documents. Formatting applications include business correspondence (fax, letters, memos mail merge), forms, tables, reports, itineraries, agendas, minutes, news releases, outlines, flyers, and job search documents.

Advisory on Recommended Preparation:
BUS 270 or equivalent college course with a minimum grade of C or equivalent skills as determined by departmental assessment; Students need to be able to keyboard quickly and accurately by touch at approximately 25-30 correct words per minute on a five-minute timer

Method of Instruction:
Distance Education
Laboratory
Lecture and/or Discussion

Course Units/Hours:

Course Units Minimum:
3

Lecture Hours Minimum (week)
2.5

Lab Hours Minimum (week)
1.5

Activity Hours Minimum (week)
0

Total Contact Hours Minimum (semester)
70

Total Outside Hours Minimum (semester)
87.5

Total Student Learning Minimum Hours (semester)
157.5

Repeatability:
No

Open Entry/Exit:
No

Field Trips:
Not Required

Grade Mode:
Standard Letter

TOP Code:
051400 - * Office Technology/Office Computer Applications

SAM Code:
C - Clearly Occupational

Course Content

COS Methods of Evaluation:
Mulitple choice tests
Problem solving assignments or activities
Problem solving quizzes or exams
Skill demonstrations

COS Course Topics:

	COS Course Topics
1	Review and build skill of keyboarding alphabetic, numeric, and symbol key reaches by touch
2	File management using Windows
3	Advanced word processing
4	Review of formatting memorandums, letters, proofreader's marks, tables, and unbound reports
5	Introduction of advanced formatting of letters and two-page letters, advanced tables, bound reports, mail merge, itineraries, agendas, minutes, new releases, outlines, job search skills, and other business documents
6	Extended skillbuilding

COS Course Objectives:

	COS Course Objectives
1	Key alphabetic, numeric, and symbol keys using appropriate keyboarding by touch techniques.
2	Correctly use file management to create folders and subfolders; rename, copy, move, and delete files and folders.
3	Use word processing software to create, format, and edit advanced business documents.
4	Demonstrate the ability to edit documents using standard proofreader's marks.
5	Key by touch a minimum of 36 correct words a minute on a five-minute timing with no more than five errors.

Course Outcomes:

	Course Outcomes
1	Students will be able to create and edit advanced documents using word processing.
2	Students will be able to type quickly and accurately at an advanced level.

Assignments:

Assignment Type:	Details
Reading	Read the lessons from Nuts and Bolts on creating a two-page letter with special letter parts and the lessons on creating a cover letter.
Homework	Using Microsoft Office Word and Nuts and Bolts, type the two-page letter and the one-page cover letter as assigned on the class assignment sheet.
Writing	After reading the lessons on creating a two-page letter with special parts and the lessons on creating a cover letter, write/type a two-page cover letter of application using special parts. Use Microsoft Office Word, use correct formatting, and use correct typing by touch.

Representative Texts, Manuals, and/or OER that is equivalent, Other Support Materials:

Texts used by individual institutions and even individual sections will vary. The list of representative texts must include at least one text with a publication date within five (5) years of the course outline approval date.

COS Textbooks or other support materials

Resource Type:	Details
Web/Other	Skillbuilding Mastery Barbara G. Ellsworth Ellsworth Publishing Co., an online typing program that gives students immediate feedback while practicing to reach their keyboarding by touch goals.
Books	Nuts 'n Bolts Formatting Using Microsoft Word by Barbara Ellsworth, Ellsworth Publishing Co. including advanced documents, is an effective book that is a step-by-step process proven to teach students formatting skills of common business documents using Microsoft Word 2016 and 2019.
Books	Keyboarding Complete Course Lessons 1–110 (20th ed., 2020) VanHuss, Susie H.; Forde, Connie; Woo, Donna; Robertson, Julie A. Cengage Learning.
Books	Illustrated Microsoft Office 365 & Introductory. Beskeen, David; Cram, Carol M.; Duffy, Jennifer; Wilson, Rob. Cengage Learning, 2024. ISBN 9780357882566.

Other Degree Attributes

Degree Applicable
Not Transferable
Not a Basic Skills Course

Distance Learning Addendum

BUS 271 DLA.pdf

Banner Title:

College Keyboarding Level 2

Course Control Number:

CCC000266104

Equity Review

Select elements of the COR that were reviewed for equity. Must select at least one:

Textbooks / Other Support Materials
Units/Hours