

CATALOG INFORMATION

Dept & Nbr: BUS 121 Title: COMPTR SM BUS ACTNG
Full Title: COMPTR SM BUS ACTNG

Units	Course Hours	Per Week	Nbr of Weeks	Course Hours	Total
Max: 1.0	Lecture	1.0	17	Lecture	17.0
Min: 1.0	Lab	0.0		Lab	0.0
	Contact DHR	0.0		Contact DHR	0.0
	Contact Total	1.0		Contact Total	17.0
	Non-contact DHR	0.0		Non-contact DHR	0.0

Title 5 Category: 01 AA Degree Applic
Grading: GC Credit course for grade or CR/NC
Repeatability: 00 No repeatability allowed or defined
Also listed as:

CATALOG DESCRIPTION:

Advanced training in the use of a word processing system involving higher level commands to complete advanced application projects.

PREREQUISITES:

Completion of BOT 120 (or SEC 120 or SEC 60).

COREQUISITES:

RECOMMENDED PREPARATION:

No advisories.

LIMITS ON ENROLLMENT:

SCHEDULE OF CLASSES INFORMATION:

BUS 121 COMPUTERIZED SMALL BUSINESS ACCOUNTING Learn cash-in, cash-out accounting on a microcomputer. This is basically checkbook accounting, along with some basic cash basis financial statements. No prior knowledge of accounting or computers needed. (Grade or CR/NC)

ARTICULATION and CERTIFICATE INFORMATION

ASSOCIATE DEGREE:	Effective:	Inactive:
Area:		
CSU GE:	Effective:	Inactive:
Transfer area:		
IGETC:	Effective:	Inactive:
Transfer area:		
CSU TRANSFER:	Effective: FALL 1985	Inactive:
UC TRANSFER:	Effective:	Inactive:

CAN:

CERTIFICATE APPLICABLE: N NOT CERTIFICATE/MAJOR APPLICABLE

APPROVAL AND DATES

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Version 03 Submitted by: TERRI ROBERTSON Date: 02/13/1996
Department approved: Catherine Indermill Date: 06/23/2005
Curriculum approved: 02/05/1993 Version approved: 02/05/1993
Prerequisites approved: 04/22/2005 Last reviewed: 02/13/1996
Term effective: FALL 1993 Last taught: FALL 2008 Inactive: SPRING 2009

COURSE CONTENT

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OUTCOME AND OBJECTIVES:

1. Locate and interpret advanced word processing functions which are applicable to each assignment.
2. Write an explanation of the procedures followed to create the document(s) required for each assignment.
3. Produce error-free documents efficiently using the capabilities of the word processing software.

TOPICS AND SCOPE:

Advanced functions of software program:

1. Headers and footers
2. Superscripts and subscripts
3. Global search and replace
4. Thesaurus
5. Footnotes and endnotes
6. Redline and strikeout commands
7. Outlines, tables of contents, lists, indexes, and table of authorities
8. Line draw for simple graphics
9. Macros and macro chains
10. Sort (line, multilevel, paragraph, merge)
11. Select and sort (single-key, double-key, and multiple key)
12. Macros and merges
13. Math calculations

ASSIGNMENTS:

READING ASSIGNMENTS:

Students will be required to read the chapters of the textbook as well as assignments from handouts. They will also use the manual for the software program they are using.

WRITING ASSIGNMENTS:

Students are required to write an explanation of the procedure followed to create the document(s) for each assignment.

OUTSIDE ASSIGNMENTS:

All assignments are completed during scheduled and supervised lab time

ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING:

The students will be required to locate and interpret the directions for the required functions and use this information to demonstrate these functions correctly.

METHOD OF INSTRUCTION:

Individualized instruction, some lecture, handouts and worksheets.

FOR DISTANCE EDUCATION COURSES:

The content of this course is delivered using some form or forms of distance technology such as television, videotape, audiotape, or the

Internet. For telecourses, no less than 11 hours of personal contact between instructor and students shall be included through: group or individual meetings; orientation and review sessions; supplemental seminars or study sessions; field trips; library workshops; or other in-person activities.

For on-line courses, instructor/student contact may take place in a face-to-face setting and/or through e-mail or other electronic means. Students may interact with each other through in-person study groups, electronic message boards, or other means.

METHODS OF EVALUATION:

Students will be evaluated on all of the following, with skills demonstrations weighing the heaviest in determining final grades: 1. Writing. Students are required to submit a written report which explains the procedures followed in order to produce the required documents. Substantial writing is inappropriate because the course primarily involves the application of skills learned in the course. 2. Knowledge of the Software Program. Demonstrated by the accuracy of the completed assignments. 3. Production tests.

BASIS FOR GRADING:

The assignment of a grade is based on the level of achievement of the outcomes and objectives of the course outline and is reflected in quantifiable terms in the course syllabus.

REPRESENTATIVE TEXTBOOKS:

Corel WordPerfect 9 Signature Series, by Rutkosky and Miller, 1st Edition, EMC Paradigm publisher