

BSAD B252A Computer Keyboarding, Part 1

Student Learning Outcomes	Measure	PLO	ILO	GE
1. Identify and operate the basic components of the computer and the software programs utilized in this course.	Timed Test	1-1	I	N/A
		2-1	II	
		3-1	III	
2. Develop proper keyboarding techniques to input data by touch on the alpha/numeric keyboard at a minimum of 20 wpm.	Timed Test	1-1	I	N/A
		2-1	II	
		3-1	III	
3. Demonstrate individual speed and accuracy keyboarding capabilities at a level of 22 nwpm or higher.	Timed Test	1-1	I	N/A
		2-1	II	
		3-1	III	

PLOs:

BC Administrative Office Assistant AA - PLOs

1-1. Demonstrate minimum acceptable skill levels in ten-key, keyboarding, and document processing

1-2. Demonstrate minimum filing competencies

1-3. Interact effectively in oral and written communication

1-4. Participate in office related work experience to achieve the following desirable job qualities: • Function as a team member • Demonstrate interpersonal skills on the job • Manage multi-tasks efficiently • Model professional and ethical behaviors • Identify soft skills such as being on time

BC Office Assistant COA - PLOs

2-1. Demonstrate minimum acceptable skill levels in ten-key, keyboarding, and document processing.

2-2. Demonstrate minimum filing competencies.

2-3. Interact effectively in oral and written communication.

2-4. Participate in office related work experience to achieve the following desirable job qualities: • Function as a team member • Demonstrate interpersonal skills on the job • Manage multi-tasks efficiently • Model professional and ethical behaviors • Identify soft skills such as being on time

BC Office Assistant JSC - PLOs

3-1. Demonstrate minimum acceptable skill levels in ten-key, keyboarding, and document processing.

3-2. Demonstrate minimum filing competencies.

3-3. Interact effectively in oral and written communication.

3-4. Participate in office related work experience to achieve the following desirable job qualities: • Function as a team member • Demonstrate interpersonal skills on the job •

Manage multi-tasks efficiently • Model professional and ethical behaviors • Identify soft skills such as being on time

BC Bookkeeping COA - PLOs

4-1. Analyze and record financial transactions in a manual or computerized general ledger system.

4-2. Prepare financial statements; analyze and prepare financial information for management decision-making.

4-3. Utilize current income tax resources to prepare personal income tax returns.

4-4. Communicate financial information effectively within a business environment.

4-5. Process payroll transactions in accordance with current payroll reporting requirements.

ILOs:

- I. Think critically and evaluate sources and information for validity and usefulness.**
- II. Communicate effectively in both written and oral forms.**
- III. Demonstrate competency in a field of knowledge or with job-related skills.**
- IV. Engage productively in all levels of society – interpersonal, community, the state and nation, and the world.**

GELOs:

N/A