

BSAD B252B Computer Keyboarding, Part 2

Student Learning Outcomes	Measure	PLO	ILO	GE
1. Demonstrate individual speed and accuracy keyboarding capabilities at a level of 30 nwpm or higher.	Simulated Problem	1-1	I	N/A
		2-1	II	
		3-1	III	
2. Compare and contrast formatting styles used to create basic business documents, letters, memos, and tables within one hour and fewer than 5 errors per document.	Simulated Problem	1-1	I	N/A
		2-1	II	
		3-1	III	
3. Organize and evaluate component parts of basic business documents within one hour with fewer than 5 errors per document.	Simulated Problem	1-1	I	N/A
		2-1	II	
		3-1	III	
4. Produce correctly formatted basic business letters, memos, and tables suitable for personal use or in the workplace within one hour and with fewer than 5 errors per document.	Simulated Problem	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

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