

BSAD B253A Document Processing, Part 1

Student Learning Outcomes	Measure	PLO	ILO	GE
1. Demonstrate individual speed and accuracy keyboarding capabilities at a level of 35 wpm.	Timed test	1-1 2-1	I II III	N/A
2. Design and prepare attractive documents with fewer than 3 errors per document.	Production Test	1-1 2-1	I II III	N/A
3. Organize content effectively with tables and graphics.	Production Test	1-1 2-1	I II III	N/A
4. Produce merged documents with envelopes and labels.	Production Test	1-1 2-1	I II III	N/A

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

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