BA 133 CATALOG DESCRIPTION: BA 133 introduces the formatting of personal communications, reports (including footnotes and endnotes), business letters, and tables; and further develops speed and accuracy of keyboarding on a computer.

CREDIT HOURS: 2

TEXTBOOK: *Keyboarding & Word Processing Essentials (MS Word 2013 1-55)* by Van Huss 18e
(Although it is not necessary to purchase this textbook for the Challenge Exam, the concepts covered in the exam can be found within it.) Copies of this textbook can be found in the Business and Accounting Open Computer Lab (Room 224 Peter and Pat Cook Academic Hall).

MATERIALS TO BE COVERED: Lessons 26 – 48
CHALLENGE EXAM PERFORMANCE OBJECTIVES:

1. Using Microsoft Word 2013, the student must be able to:
   a. Key, format, edit, revise, proofread, store and print the following business documents:
      i. block or modified-block style business letter with no more than two errors.
      ii. one- or multiple-page report which may include title page, table of contents, enumerations, footnotes/endnotes, bibliography, and page numbering with no more than two errors.
      iii. multiple-column table—boxed, open, and/or ruled—with no more than two errors.
      iv. standard memo with no more than two errors.
   b. Utilize the following formatting and editing skills:
      i. Error Correction—copy, move, delete, search, replace.
      ii. Formatting—paragraph indents, bold, underlining, italicizing, justification, font style and type, margins, tabs, line spacing, and spell checking.
   c. Revise rough draft copy that has proofreader’s marks.

2. Produce one 3-minute timed writing (utilizing straight-copy material and timed-writing software) at a minimum speed of 37 words per minute with no more than five errors.

3. Complete a handwritten 35-question objective test with no more than 5 errors.

CREDIT REQUIREMENTS:
The student must pass all parts of the test at the prescribed levels of competency stated below:

<table>
<thead>
<tr>
<th>Test Type</th>
<th>Competency Level</th>
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<tbody>
<tr>
<td>Objective Test</td>
<td>5 or fewer errors</td>
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<tr>
<td>Timed Writing (backspacing allowed)</td>
<td>37 wpm or more</td>
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<tr>
<td>Block/Modified Block Letter</td>
<td>2 or fewer errors</td>
</tr>
<tr>
<td>Report</td>
<td>2 or fewer errors</td>
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<tr>
<td>Table</td>
<td>2 or fewer errors</td>
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<tr>
<td>Memo</td>
<td>2 or fewer errors</td>
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</tbody>
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Objective Test—The objective test will consist of 35 multiple choice/true false questions that must be completed with at least 30 correct answers.

Timed Writing—This will consist of three 3-minute timings on straight-copy material. The minimum acceptable score is 37 words per minute with no more than 5 errors per timing on at least one of the three timings. (Backspacing and correcting during the timing is permitted.)

Documents—The documents are to be keyed and printed within a 60-minute period. Each document must be correctly formatted. Copy may include rough draft material with proofreader’s marks. Each problem must be completed with no more than two errors in order to be acceptable. Use of the Spell Check feature is encouraged.

Revised Caldwell 07/01/2015
TESTING CONDITIONS:
1. The test will be completed on a computer using Microsoft Word 2013 for creating business documents and keyboarding software for timed writings. The objective test will be a paper/pencil test.
2. The student will be permitted 90 minutes total to complete all tasks in this Challenge Exam.
3. A passing grade is assigned to the exam if each part of the exam is completed within the error limits described below.
4. The exam will be taken in a lab in the Applied Technology Center or GRCC Computer Lab under the supervision of Business Department faculty.

TEST PROCEDURES AND FORMAT:
When you arrive for the test, you MUST:
1. Be a current GRCC student and are able to log into an on-campus computer.
2. Preregister and pay the $55 fee at the GRCC Cashier’s Office at 154 Main, prior to the next testing date. Note: You will be given a receipt to present to the test proctor.
3. Contact Orletta E. Caldwell, Assistant Professor at ocaldwell@grcc.edu (via email only) to reserve your seat on the next scheduled testing date.
4. Have at least $1 on your RaiderCard for printing purposes.
5. Bring your paid receipt as evidence of enrollment for the challenge exam.

*The test session is two hours. No admittance after 10 a.m. You will be allowed 15 minutes to warm up at the start of the session. Please be punctual!

RECOMMENDED STUDY PROCEDURES:
1. Review format for block and modified block style business letters.
2. Review standard punctuation styles used in business letters.
3. Review format for reports with endnotes and footnotes, page numbering, bibliographies and title pages.
4. Review formatting for various other documents—interoffice memorandum, outline, resume, and document with enumerations.
5. Review format for a table (box/grid) centered both vertically and horizontally, including title, subtitle, and column headings.
6. Review proofreader’s marks.
7. Practice to increase keyboarding speed on three-minute timings from straight-copy material in a typing/keyboarding textbook.
8. Study the textbook currently being used at GRCC. (A copy of the textbook can be viewed in the Business and Accounting Open Computer Lab (Room 224 Peter and Pat Cook Academic Hall).

*Remember – you are permitted to bring in unpublished reference materials.