

COURSE SYLLABUS

Department: Business

Date: March 15, 2006

- I. Course Prefix and Number:** OFT 141
Course Name: College Keyboarding II
Credit and contact hours: 3 credits; 4 contact hours
Catalog Description including pre- and co-requisites:

This course integrates the microcomputer, the leading-edge technology Windows, and primary application software to refine keyboarding skills. Emphasis is also placed on formatting and the development of speed and accuracy in preparing advanced business correspondences, reports, tabulations, and other business documents. The desired speed at the end of the semester is 45 words per minute. Prerequisite: OFT 140 (speed requirement 30 words per minute) or permission of instructor.

II. Course Outcomes and Objectives

Learning Outcomes:

Upon completion of this course, the student will be expected to be familiar with:

1. proofreading skills in order to produce mailable copy
2. keyboarding speed and accuracy levels required for the course
3. keyboarding the following documents from unarranged copy:
 - letters
 - formal reports
 - memos
 - itineraries
 - agendas
 - minutes of meetings
 - tables
 - resumes
 - two-column newspapers

Relationship to Academic programs and curriculum:

This course is required for students matriculated in the A.A.S. Administrative Assistant degree program and the Office Technologies Certificate program.

College competencies addressed by the course:

Reading
Citizenship
Ethics / Values
Mathematics
Computer Literacy

Problem Solving
Global Concerns
Professional Competency

III. Methods of Instruction

Types of Course materials

TEXT: Gregg College Document Processing, 9th Edition, Lessons 61-120
Cortez Peters' Championship Keyboarding Drills, Glencoe/McGraw
Hill

Methods of Instruction:

Instruction is accomplished by lectures and in-class computer application demonstrations.

Assessment measures:

Faculty may use a variety of assessment measures including, but not limited to: discussions, non graded quizzes, and informal writing.

Methods of Evaluation:

Homework, classwork

Tests

Cortez Peters Drills

Timed Writings

Final Exam

IV General Outline of Topics covered

The following represents the various topics to be covered in the course:

1. letters
2. formal reports
3. memos
4. itineraries
5. agendas
6. minutes of meetings
7. tables
8. resumes
9. two-column newspapers