

# MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE

## COURSE OUTLINE

**DEPT. ADSA**

**COURSE NUMBER: 1105**

**NUMBER OF CREDITS: 3**

**Lecture: 2 Lab: 1 OJT 0**

### Course Title:

College Keyboarding II

### Catalog Description:

College Keyboarding II emphasizes the use of advanced word processing skills and formatting techniques to produce business correspondence including multi-page letters, memos, and reports, complex tables, forms, and office-related publications. Focus will continue to be placed on the improvement of keyboarding accuracy, speed, and proofreading skills. Prerequisite: ADSA 1100.

### Prerequisites or Necessary Entry Skills/Knowledge:

ADSA 1100 College Keyboarding I

### FULFILLS MN TRANSFER CURRICULUM AREA(S) (*Leave blank if not applicable*)

Goal 1: Communication: \_\_\_\_ by meeting the following competencies:

Goal 2: Critical Thinking: \_\_\_\_ by meeting the following competencies:

Goal 3: Natural Sciences: \_\_\_\_ by meeting the following competencies:

Goal 4: Mathematics/Logical Reasoning: \_\_\_\_ by meeting the following competencies:

Goal 5: History and the Social and Behavioral Sciences: \_\_\_\_ by meeting the following competencies:

Goal 6: The Humanities and Fine Arts: \_\_\_\_ by meeting the following competencies:

Goal 7: Human Diversity: \_\_\_\_ by meeting the following competencies:

Goal 8: Global Perspective: \_\_\_\_ by meeting the following competencies:

Goal 9: Ethical and Civic Responsibility: \_\_\_\_ by meeting the following competencies:

Goal 10: People and the Environment: \_\_\_\_ by meeting the following competencies:

### Topics to be Covered

Keyboarding speed and accuracy

Advanced formatting in complex business documents

### Student Learning Outcomes

Build keyboarding speed

Apply proofreading skills to present error free business documents

Apply word processing skills and advanced formatting techniques to produce complex business documents such as multi-page letters, memos, and reports

Plan, format, and create complex tables, forms, and office related publications

**Is this course part of a transfer pathway: Yes  No**

Revised Date: 6/2021