

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 <input type="checkbox"/> No <input checked="" type="checkbox"/>
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Revised Date: 6/2021