Faculty members are required to have the outline submitted to the Academic Affairs Office. The course outline is the form used for approval of new courses by the Academic Affairs and Standards Council.

DEPT. ADSA COURSE NUMBER: 1105

NUMBER OF CREDITS: 3 Lecture: 2 Lab: 1

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.

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:

Prerequisites or Necessary Entry Skills/Knowledge:
ADSA 1100 College Keyboarding I
Topics to be Covered (General)

1. Keyboarding speed and accuracy
2. Advanced formatting in complex business documents

Student Learning Outcomes

* 2-3 Learning outcomes per credit
* Must be observable
* Must be measurable
* Must specify an action that is done by student learners
* More specific objectives can be identified on instructor syllabi for the course
* Must begin with an action verb

1. Build keyboarding speed
2. Apply proofreading skills to present error free business documents
3. Apply word processing skills and advanced formatting techniques to produce complex business documents such as multi-page letters, memos, and reports
4. Plan, format, and create complex tables, forms, and office related publications

See SAMPLE EXPECTED LEARNING OUTCOMES STATEMENTS and ACTION VERB LIST FOR COURSE OUTCOMES in the Minnesota West Curriculum Development Manual which can be accessed at https://www.mnwest.edu/faculty-resources/curriculum-manual

Is this course part of a transfer pathway:  Yes  No

* If yes, please list the competencies below

Revised 8/19