

# Minnesota State College Southeast

## ADMS 2411: Keyboarding II

### A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 2

Lab Hours/Week: 2

OJT Hours/Week: \*.\*

Prerequisites:

This course requires the following prerequisite

ADMS 2410 - Keyboarding I

Corequisites: None

MnTC Goals: None

This course covers production typing using basic business formats. In addition to reviewing office document formats from ADMS 2410 (Keyboarding I), new formats of multiple-page documents and those requiring use of additional word processing features will be covered. Students will continue to develop speed, accuracy, and proofreading skills while demonstrating proper office ergonomics. (Prerequisite: ADMS2410 or equivalent) (3 Credits: 2 lecture/1 lab)

**B. COURSE EFFECTIVE DATES:** 04/24/1998 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

1. Continued demonstration of touch method of typing and office ergonomics
2. Improve speed and accuracy at the keyboard
3. Apply formatting and proofreading to create office documents

**D. LEARNING OUTCOMES (General)**

1. Practice alpha keys
2. Practice numeric keys
3. Practice symbol keys
4. Practice function keys
5. Perform typed insertions
6. Edit typographical error
7. Edit formats
8. Edit grammatical errors
9. Edit punctuation errors
10. Develop production typing skills
11. Type from draft
12. Reinforce straight-copy skill
13. Type invoices
14. Type application forms
15. Format two-page reports
16. Format footnotes/endnotes
17. Type footnotes/endnotes
18. Format title page
19. Type title page
20. Format table of contents
21. Type table of contents
22. Format letters with tables
23. Format open/ruled/boxed tables
24. Type open/ruled/boxed tables
25. Format manuscripts
26. Type manuscripts
27. Reinforce proofreading techniques
28. Create interoffice memorandums
29. Create e-mail messages
30. Calculate formulas in tables
31. Create letterheads
32. Use graphics
33. Align columns
34. Adjust column width
35. Use template files for memos and letters
36. Create second-page header
37. Create labels
38. Create newsletters with graphics
39. Create flyers
40. Create announcements
41. Create medical documents
42. Create legal documents
43. Create travel itinerary
44. Create agendas

45. Key and format minutes of meeting
46. Create web page
47. Create hyperlinks
48. Apply spell/grammar check

**E. Minnesota Transfer Curriculum Goal Area(s) and Competencies**

None

**F. LEARNER OUTCOMES ASSESSMENT**

As noted on course syllabus

**G. SPECIAL INFORMATION**

None noted