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
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