

Alexandria Technical and Community College

ADMN 1513: Keyboarding/Word Processing Skills

A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: *.*

Lab Hours/Week: 6

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course utilizes a professional word processing system for business applications and concepts. Students learn to keyboard basic memos, business letters, envelopes, and basic reports. Accuracy and speed are stressed.

B. COURSE EFFECTIVE DATES: 11/22/1997 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Create basic business documents (e-mail, correspondence, reports, and tables).
2. Prepare documents using advanced formatting techniques.
3. Apply specialized formatting (International correspondence, formal reports, medical and legal office documents).
4. Utilize reference materials to enhance skills in grammar and usage, punctuation, capitalization, number formats, hyphenating and dividing words, abbreviations and symbols, and words often confused and misused.

D. LEARNING OUTCOMES (General)

1. The learner will demonstrate the ability to keyboard, format, and edit simple reports, letters, memos, and tables by successfully completing Progress Test, Part 2, and written Objective Test, Part 2.
2. The learner will demonstrate ability to format and edit intermediate level reports, letters, memos, and tables by successfully completing Progress Test, Part 3, and written Objective Test, Part 3.
3. The learner will demonstrate the ability to format and edit multi-page letters, memos, reports, and complex tables by successfully completing Progress Test, Part 4, and written Objective Test, Part 4.
4. The learner will demonstrate the ability to format and edit business documents using templates, mail merge, sorting, and unique format styles by successfully completing Progress Test, Part 5, and written Objective Test, Part 5.

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted