



# Broward Community College

## Course Outline

STATUS:   A  

COMMON COURSE NUMBER:   OST 1100L  

COURSE TITLE:   Keyboarding & Document Processing I  

CREDIT HOURS:       3      

**CONTACT HOURS BREAKDOWN:**

Lecture/Discussion                   

Lab                   48                  

Other                                   

Contact Hours/Week           3          

**CATALOG COURSE DESCRIPTION:**

Prerequisite:   None

Corequisite:   None

This course offers an introduction to the keyboard with development of fundamental techniques, skill development, and simple correspondence and other business keyboarding and document processing. Laboratory hours are required in addition to the scheduled course hours. A minimum completion speed of 35 words per minute with 5-error cutoff on 5-minute timed writings is required.

General Education Requirements - Associate of Arts Degree, meets Area(s):  
 General Education Requirements - Associate in Science Degree, meets Area(s):

**UNIT TITLES:**

1. Keyboard Control - Alphabet Keys
2. Skill Development in Using Alphabet Keys
3. Keyboard Control - Numeric Keys
4. Skill Development in Using Alphabetic, Numeric Keys, and Symbol Keys
5. Skill Drive
6. Correspondence
7. Tabulation
8. Manuscripts

9. Skill Development
10. Business Correspondence
11. Printed Forms
12. Business Manuscripts

## **I. Course Overview:**

Upon successful completion of this course, the students should be able to develop fundamental techniques for touch keyboarding, skill development, keyboard simple correspondence including business letters, simple tabulations, short manuscripts, enumerations, business reports, envelopes, interoffice memos, invoices, telegrams, bound and unbound reports, footnotes and the interpretation of revision/proofreading marks.

## **II. Units:**

### **Unit 1. Keyboard Control - Alphabetic Keys**

#### General Outcome:

- 1.0 The students should be able to use a keyboard by the touch system without looking at the alphabetic keys.

#### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 1.1 Use the alphabetic keys by the touch system.
- 1.2 Proofread properly and mark errors.
- 1.3 Begin taking 1-minute timed writings.
- 1.4 Correctly use the computer.

## Unit 2. Skill Development in Using Alphabetic Keys

### General Outcome:

2.0 The students should be able to develop sentences and paragraphs using all alphabetic keys and center material both vertically and horizontally.

### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

2.1 Key sentences and indent paragraphs.

2.2 Center material horizontally.

2.3 Key in all capitals.

2.4 Center material vertically.

2.5 Spread centered words.

2.6 Key and count words for 1-minute and 2-minute timings.

### Unit 3. Keyboard Control - Numeric Keys

#### General Outcome:

3.0 The students should be able to use a keyboard by the touch system without looking at the numeric keys.

#### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

3.1 Key numeric keys by the touch system.

3.2 Proofread properly and mark errors.

**Unit 4. Skill Development in Using Alphabetic, Numeric and Symbol Keys**

General Outcome:

4.0 The students should be able to use a keyboard to enter numbers, fractions, and sentences with proper punctuation and improve typing speed.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 4.1 Use a keyboard by the touch system without looking.
- 4.2 Proofread work (using the key), mark and count errors, and compute speed on work that is timed.
- 4.3 Arrange a short enumeration with identifying numbers aligned.
- 4.4 Answer correctly at least 70 percent of the questions asked on an objective test covering technical information presented in this course.
- 4.5 Key paragraph material at a speed of at least 21 words per minute for 2 minutes with 5 or fewer errors.
- 4.6 Key production material without penalty and time limitations.

## Unit 5. Skill Drive

### General Outcome:

5.0 The students should be able to operate all keys by touch and learn proofreading and word division rules.

### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 5.1 Use all keys by touch.
- 5.2 Make proper line ending decisions of materials copied while keyboarding.
- 5.3 Identify and apply basic rules of word division.
- 5.4 Proofread material and evaluate all production work according to instructions in the text.
- 5.5 Demonstrate increased speed and improved accuracy on 3-minute timed writings with at least 27 words per minute with no more than 5 errors.

## Unit 6. Correspondence

### General Outcome:

6.0 The students should be able to identify basic parts of a business letter, use proper placement, and keyboard letters on letterhead stationery.

### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

6.1 Identify basic parts of a letter.

6.2 Key letters with proper placement on letterhead stationery.

6.3 Improve speed and accuracy through drill work and 3-minute timed writings.

6.4 Proofread material, and evaluate all production work according to instructions in the text.

## Unit 7. Tabulation

### General Outcome:

7.0 The students should be able to key enumerations and tables correctly by using appropriate spacing and positioning.

### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

7.1 Identify the basic parts of a table.

7.2 Key enumerations.

7.3 Key three- and four-column tables, properly centered, both vertically and horizontally.

## Unit 8. Manuscripts

### General Outcome:

8.0 The students should be able to learn and apply the rules for keyboarding one-page reports, outlines, and bibliographies.

### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 8.1 Identify the basic parts of a manuscript and apply the rules for keyboarding material in manuscript form.
- 8.2 Key a one-page manuscript with symbols and enumerations.
- 8.3 Key a basic outline and bibliography.
- 8.4 Answer correctly at least 70 percent of the questions asked on an objective test covering the technical information presented in this course.

## Unit 9. Skill Development

### General Outcome:

9.0 The students should be able to key by touch without looking.

### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

9.1 Key by touch without looking.

9.2 Demonstrate increased speed and improved accuracy on 5-minute timed writings with at least 35 words per minute with no more than 5 errors.

9.3 Key production material within penalty and time limitations.

## Unit 10. Business Correspondence

### General Outcome:

10.0 The students should be able to key business correspondence.

### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

10.1 Key a postal card with date, return address, and address.

10.2 Identify special parts of a business letter.

10.3 Key a business letter with attention lines, subject lines, and tabulation display.

## Unit 11. Printed Forms

### General Outcome:

11.0 The students should be able to use appropriate spacing and positioning when developing selected office forms and letters.

### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

11.1 Key an interoffice memorandum, and invoices on forms provided.

11.2 Key a standard:

11.2.1 Business letter

11.2.2 Invoice

## Unit 12. Business Manuscripts

### General Outcome:

12.0 The students should be able to develop business correspondence and forms from rough draft or copy which is not arranged.

### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

12.1 Identify, interpret, and use revision marks.

12.2 Key a two-page bound manuscript with footnotes.

12.3 Key business correspondence and forms from a rough draft or copy that is not arranged, such as business letters, invoices, and/or manuscripts.

12.4 Answer correctly at least 70 percent of the questions asked on an objective test covering the technical information presented in this course.