



## **I. Course Overview:**

Upon successful completion of this course, the students should be able to continue skill development and keyboard simple correspondence including business and personal letters, simple tabulations, short manuscripts, enumerations, and basic reports.

## **II. Units:**

### **Unit 1. Skill Drive**

#### General Outcome:

- 1.0 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:

- 1.1 Use all keys by touch.
- 1.2 Make proper line ending decisions of materials copied while keyboarding.
- 1.3 Identify and apply basic rules of word division.
- 1.4 Proofread material and evaluate all production work according to instructions in the text.
- 1.5 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 2. Correspondence

### General Outcome:

2.0 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:

- 2.1 Identify basic parts of a letter.
- 2.2 Keyboard letters with proper placement on letterhead stationery.
- 2.3 Improve speed and accuracy through drill work and 3-minute timed writings.
- 2.4 Proofread material, and evaluate all production work according to instructions in the text.

### Unit 3. Tabulation

#### General Outcome:

3.0 The students should be able to keyboard 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:

3.1 Identify the basic parts of a table.

3.2 Keyboard enumerations.

3.3 Keyboard three- and four-column tables, properly centered, both vertically and horizontally.

## Unit 4. Manuscripts

### General Outcome:

4.0 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:

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