



BROWARD COLLEGE COURSE OUTLINE

LAST REVIEW: 2008-2009

NEXT REVIEW: 2013-2014

STATUS: A

COURSE TITLE: Keyboarding and Document Processing II

COMMON COURSE NUMBER: OST 1110L

CREDIT HOURS: 3

CONTACT HOUR BREAKDOWN

(per 16 week term)

CLOCK HOURS:

(Voc. Course ONLY)

Lecture:

Lab: 48

Clinic:

Other:

PREREQUISITE(S): OST 1100 or approval of instructor

COREQUISITE(S): NONE

PRE/COREQUISITE(S): NONE

COURSE DESCRIPTION: This keyboarding course includes skill development which includes speed building, and accuracy improvement; with an emphasis on refining and creating business correspondence, forms, reports, and tables. Laboratory hours are required in addition to the scheduled course hours. A minimum completion speed of 45 words per minute with 4-error cutoff on 5-minute timed writings is required.

General Education Requirements – Associate of Arts Degree (AA), meets Area(s): Area

General Education Requirements – Associate in Science Degree (AS), meets Area(s): Area

General Education Requirements – Associate in Applied Science Degree (AAS), meets Area(s): Area

UNIT TITLES

1. Skill Building and Editing
2. Letter and Memo Mastery
3. Report and Table Mastery
4. Forms and Financial Documents
5. Graphic Enhancements
6. Advanced Skill Refinement
7. Mass Mailings
8. Meeting Management
9. Employment Documents

EVALUATION:

Students may be evaluated using a combination of the following:

Quizzes, Exams, Tests, Performance in state, regional, and local competitions, Presentations, Portfolios, Discussions, Class Participation, Attendance, Projects, Co-ops, Internships, Practicums, Externships, and Research Reports.

**** Complete the following only if course is seeking general education status ****

GENERAL EDUCATION Competencies and Skills*:

Please highlight in **green** font all Competencies/Skills from the list below that apply to this course. In the box to the right of the Competency/Skill, enter all specific learning outcome numbers (i.e. 1.1, 2.7, 5.12) that apply.

1. Read with critical comprehension	
2. Speak and listen effectively	
3. Write clearly and coherently	
4. Think creatively, logically, critically, and reflectively (analyze, synthesize, apply, and evaluate)	
5. Demonstrate and apply literacy in its various forms: (highlight in green ALL that apply) (1. technological, 2. informational, 3. mathematical, 4. scientific, 5. cultural, 6. historical, 7. aesthetic and/or 8. environmental)	
6. Apply problem solving techniques to real-world experiences	
7. Apply methods of scientific inquiry	
8. Demonstrate an understanding of the physical and biological environment and how it is impacted by human beings	
9. Demonstrate an understanding of and appreciation for human diversities and commonalities	
10. Collaborate with others to achieve common goals.	
11. Research, synthesize and produce original work	
12. Practice ethical behavior	
13. Demonstrate self-direction and self motivation	
14. Assume responsibility for and understand the impact of personal behaviors on self and society	
15. Contribute to the welfare of the community	

* *General Education Competencies and Skills endorsed by '05-'06 General Education Task Force*

UNITS

Unit 1

General Outcome:

1.0 The student shall: operate all keys by touch, increase speed, and improve accuracy and apply basic editing and formatting functions.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 1.1 Demonstrate increased speed and improved typing accuracy on 5-minute timed writings with at least 39 words per minute with no more than 4 errors**
- 1.2 Apply basic editing functions**

Unit 2

General Outcome:

2.0 The student shall: learn to format various types of letters and memos with special features

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 2.1 Format different parts of letters**
- 2.2 Format special parts of letters and memos**
- 2.3 Save documents in different style sets**

Unit 3

General Outcome:

3.0 The student shall: demonstrate mastery in keyboarding reports and tables.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 3.1 Format unbound and left bound reports using styles.**
- 3.2 Create footnotes, endnotes, reference page, title page**
- 3.3 Prepare MLA or APA style reports with appropriate citations..**
- 3.4 Generate a bibliography**

Common Course Number: OST1110L

Unit 4

General Outcome:

4.0 The student shall: learn to apply advanced formatting techniques to tables.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

4.1 Sort data in tables

4.2 Write formulas to perform basic mathematical functions

4.3 Change text direction.

Unit 5

General Outcome:

5.0 The student shall: learn to create a variety of forms and financial documents.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

5.1 Create a fill-in form, and a break-even analysis form.

5.2 Format a personal financial statement

5.3 Format a balance sheet

5.4 Format an operational and/or project budget

Unit 6

General Outcome:

6.0The student shall: increase speed and improve accuracy.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

6.1 Demonstrate increased speed and improved typing accuracy on 5-minute timed writings with at least 45 words per minute with no more than 4 errors.

6.2 Key production material within penalty and time limitations.

Unit 7

General Outcome:

7.0 The student shall learn to use a variety of graphic enhancements in Word processing documents

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

7.1 Insert and format shapes, clip art, drop caps, and WordArt

7.2 Insert and format a picture from a file, insert SmartArt graphics, and add a watermark

7.3 Format announcements, newsletters, and news releases

Unit 8

General Outcome:

8.0 The student shall: learn to create form letters and data source to prepare Mass Mailings.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

8.1 Create a data source and main document.

8.2 Add, sort, and filter records in a data source.

8.3 Merge form letters

8.4 Merge envelopes and labels

Unit 9

General Outcome:

9.0 The student shall: learn to use a variety of documents to manage and control meetings.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

9.1 Format agendas and itineraries.

9.2 Prepare minutes.

9.3 Format labels used for meetings

Common Course Number: OST1110L

Unit 10

General Outcome:

10.0 The student shall: learn to key various documents to communicate with potential employers when seeking a job.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 10.1 Format and key an attractive resume.**
- 10.2 Format scannable and text-only resumes**
- 10.3 Create a personal stationery letterhead template**
- 10.4 Prepare letters of application and/or thank-you letters**
- 10.5 Prepare job acceptance and/or refusal letters**