

## SYLLABUS

**DIVISION:** Business and Engineering Technology

**REVISED:** Spring 2014

**CURRICULA IN WHICH COURSE IS TAUGHT:** Administrative Support Technology and Office Information Processing

**COURSE NUMBER AND TITLE:** AST 102 Keyboarding II and AST 104 Keyboarding II Laboratory

**CREDIT HOURS:** 3 **HOURS/WK LEC:** 2 **HOURS/WK LAB:** 2 **LEC/LAB COMB:** N/A

- I. CATALOG DESCRIPTION:** This course develops keyboarding and document production skills with emphasis on developing proofreading skills in the preparation of specialized business documents. Continues skill building for speed and accuracy. Prerequisite: AST 101. A laboratory co-requisite (AST 104) is required.

### II. RELATIONSHIP OF THE COURSE TO CURRICULA OBJECTIVES:

- Demonstrate proficiency in using word processing software to accurately format a variety of business correspondence.
- Key with a level of speed and accuracy acceptable to perform satisfactorily to industry standards.

### III. REQUIRED BACKGROUND/PREREQUISITIES:

Prerequisite: AST 101. A laboratory co-requisite (AST 104) is required.

### IV. COURSE CONTENT:

- Review of word processing commands
- Memos and letters
- Tables
- Reports
- Mail Merge
- Meeting and Travel Documents

### V. THE FOLLOWING GENERAL EDUCATION OBJECTIVES WILL BE ADDRESSED IN THIS COURSE

x	Communication		Personal Development
x	Critical Thinking		Quantitative Reasoning
	Cultural and Social Understanding		Scientific Reasoning
x	Information Literacy		

## VI. LEARNER OUTCOMES

### **Learner outcome (starts with verb)**

Edit basic documents and format documents from rough draft.

### **Learner outcome**

- Utilize effective proofreading skills to detect and correct errors.

### **Learner outcome**

- Key with speed and accuracy at a minimum of 35 wpm on a 5-minute timed writing.

### **Learner outcome**

- Key letters, memos, envelopes, and email in the appropriate format and demonstrate knowledge of the appropriate use of special letter parts.

### **Learner outcome**

- Key reports in the acceptable format using advanced word processing features to include title and reference pages, themes, table of contents, footnotes and endnotes, citations, and sections.

### **Learner outcome**

- Key tables in a variety of formats using editing features to apply auto styles, themes, change column height and width, apply borders and shading, use formulas to perform calculations, and change text orientation.

### **Learner outcome**

- Use the mail merge feature to prepare letters, envelopes, and labels and edit the data source to filter and sort information.

### **Learner Outcome**

- Key documents relating to meeting management such as agendas, minutes, itineraries, labels and name badges.

## VII. EVALUATION

### **Evaluation method**

Textbook drills  
Module document assignments  
Module tests

### **Evaluation method**

Textbook drills  
Module document assignments  
Module tests  
Portfolio

### **Evaluation method**

Five-Minute timed writings

### **Evaluation method**

Textbook drills  
Module document assignments  
Module tests

### **Evaluation method**

Textbook drills  
Module document assignments  
Module tests

### **Evaluation method**

Textbook drills  
Module document assignments  
Module tests

### **Evaluation method**

Textbook drills  
Module document assignments  
Module tests

### **Evaluation method**

Textbook drills  
Module document assignments  
Module tests