SYLLABUS

DIVISION: Business and Engineering Technology   **REVISED:** Spring 2014

CURRICULA IN WHICH COURSE IS TAUGHT: Administrative Support Technology

COURSE NUMBER AND TITLE: AST 201 Keyboarding III and AST 202 Keyboarding III Laboratory

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

I.   **CATALOG DESCRIPTION:** This course develops decision-making skills, speed, and accuracy in production keying. The course also applies word processing skills in creating specialized business documents. An internship in an office during the latter part of the course provides on-the-job training.

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

- Demonstrate knowledge of various administrative support functions to perform satisfactorily in an office environment.
- 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/PREREQUISTIES:**

AST 102/104 (Keyboarding II)

IV.   **COURSE CONTENT:**

- Preparing Marketing and Administrative Documents
- Creating Personnel Documents
- Preparing Administrative Documents
- Creating Materials to Promote the Company
- Creating Training Presentations
- Preparing Advertising Materials Using Desktop Publishing
- Desktop Publishing with Publisher
- Managing Budgets

V. THE FOLLOWING GENERAL EDUCATION OBJECTIVES WILL BE ADDRESSED IN THIS COURSE (Place X by all that apply)

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

VI. LEARNER OUTCOMES

Learner outcome (starts with verb)
- Demonstrate the ability to function in an independent and self-directed manner regarding document formatting and general administrative support duties

Learner outcome
- Type a minimum of 40 words per minute from straight copy using correct keyboarding techniques and no more than 1 error per minute.

Learner outcome
- Complete assigned projects/tasks related to the business environment using appropriate computer software including Word, Excel, PowerPoint, and Publisher

Learner outcome
- Demonstrate skills to locate and utilize information resources

Learner outcome
- Utilize proofreading skills to create error-free documents in the correct format using a variety of computer software

Learner outcome
- Apply classroom acquired knowledge in a real-world office environment through an instructor-approved internship

VII. EVALUATION

Evaluation method
Weekly Project Assignments
Internship

Evaluation method
Five-Minute Timed Writings

Evaluation method
Weekly project assignments
Internship

Evaluation method
Weekly project assignments
Internship

Evaluation method
Weekly project assignments
Internship
Portfolio

Evaluation method
Internship evaluation form completed by internship supervisor