



South Central College

# OTEC 2800 Office Keyboarding

## Course Outcome Summary

### Course Information

<b>Description</b>	This course covers the continuing development of keyboarding speed and accuracy. Advanced document formatting, such as letters, tables with special features, templates, labels, mail merges, multi-page reports, columns, etc., will be included. Students will continue to develop proofreading skills as they format documents from straight copy, rough draft, handwritten copy, and arranged and unarranged sources. (Prerequisite: A minimum keyboarding speed of 40 words per minute on a 3-minute timing, with 3 errors or less or advisor approval.)
<b>Total Credits</b>	3
<b>Total Hours</b>	48

### Types of Instruction

Instruction Type	Credits/Hours
Lecture	3/48

### Pre/Corequisites

A minimum keyboarding speed of 40 words per minute on a 3-minute timing with 3 errors or less or advisor approval.

### Institutional Core Competencies

Communication - Students will be able to demonstrate appropriate and effective interactions with others to achieve their personal, academic, and professional objectives.

Critical and Creative Thinking - Students will be able to demonstrate purposeful thinking with the goal of using a creative process for developing and building upon ideas and/or the goal of using a critical process for the analyzing and evaluating of ideas.

### Course Competencies

#### 1. Perform basic computer operations

##### Learning Objectives

Turn on, log in, log out, and turn off your computer

Locate, start, and close software programs

Save file(s) upon completion of session

#### 2. Practice touch keyboarding method to improve proficiency (speed and accuracy)

### **Learning Objectives**

Use proper physical posture  
Keyboard using fingertips  
Type without looking at the keyboard

## **3. Produce reports**

### **Learning Objectives**

Prepare reports according to established business standards  
Create headers and footers  
Create author/year citations

## **4. Perform keyboarding using the alphabetical keys**

### **Learning Objectives**

Complete keyboarding skill building drills  
Review misstroked keys  
Perform practice drills for misstroked keys

## **5. Operate word processing application software**

### **Learning Objectives**

Open and close word processing software  
Produce, modify, and save documents  
Use automated features for spellchecking  
Use formatting features for document production

## **6. Produce business correspondence**

### **Learning Objectives**

Apply document production skills by preparing formal business letters  
Apply document production skills by preparing personal-business letters  
Apply document production skills by preparing memos

## **7. Perform keyboarding techniques using the numeric keys**

### **Learning Objectives**

Complete keyboarding skill building drills  
Review misstroked keys  
Perform practice drills for misstroked keys

## **8. Demonstrate ability to prepare final copy from various input sources (handwritten, rough draft, proof-marked copy, etc.)**

### **Learning Objectives**

Interpret proofreader marks on handwritten, rough draft, and proof marked copies  
Prepare or correct documents according to proofreader marks  
Apply proofreading skills to draft documents

## **9. Perform keyboarding techniques using the service and symbol keys**

### **Learning Objectives**

Complete keyboarding skill building drills  
Review misstroked keys  
Perform practice drills for misstroked keys

## **10. Apply document production skills using special annotations (headers, footers, footnotes, etc.)**

### **Learning Objectives**

Insert headers and footers  
Insert footnotes and endnotes  
Insert bibliographies, author/year citations  
Apply formatting for multiple page documents

## **11. Prepare documents for mailing**

**Learning Objectives**

Use proper postal policies for addresses  
Create mailing labels for single and multiple addressees  
Create envelopes

**12. Proofread documents****Learning Objectives**

Insert proofreader marks  
Identify misspelled words and improper word divisions  
Apply language arts skills

**13. Apply reference material guidelines to production work****Learning Objectives**

Prepare business and academic reports according to industry reference guides  
Adhere to established grammar rules

**SCC Accessibility Statement**

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Additional information and forms can be found at: [www.southcentral.edu/disability](http://www.southcentral.edu/disability)

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