

Common Course Outline

OFAD 104

Keyboarding II BApplications

3 Credits

The Community College of Baltimore County

Description

Keyboarding II Applications

Focuses on basic techniques in centering, letter placement, simple tabulations, and reports and manuscripts; how to use proper correction techniques to produce mailable documents; develops typing speed and accuracy through the use of a well-defined goal structure.

Prerequisite: OFAD 102, RDNG 052 or LVR 2 or ESOL 054

Overall Course Objectives

Upon completion of this course, students will be able to utilize acceptable business conventions to produce a wide variety of business documents

Major Topics

- I. Skill Assessment
- II. Word Processing and Basic Formatting
- III. Producing Business Correspondence
- IV. Producing Tables
- V. Producing Reports
- VI. Skill Building

Course Requirements

Grading/exams: Grading procedures will be determined by the individual faculty member but will include the following: The final grade for this course will be determined by instructor evaluation of class work, the average of the scores earned on tests and the final examination, the score earned on a service learning project, and the speed attained on five-minute timed writings. The percentages for calculating the final grade are follows:

<u>Final Determination</u>		<u>Speed Goals</u>
Class Work	25%	A = 40+ NWPM
Tests	30%	B = 37-40 NWPM
Speed	20%	C = 34-36 NWPM
Project	15%	D = 30-33 NWPM
Final Exam	10%	F = Below 30 NWPM

Other Course Information

This is a traditional course which is taught using a lecture/lab format. Regular attendance is mandatory to complete it within a semester's time frame and you are required to attend at the times designated in the course schedule of classes. If you miss a class, you may schedule a make-up class with your instructor.