

**Common Course Outline**  
**OFAD 104**  
**Keyboarding II: Document Processing**  
**3 Credits**

**Community College of Baltimore County**

**Description**

**OFAD 104 – 3 credits – Keyboarding II: Document Processing** teaches students how to apply text-editing software and standard document formatting guidelines to produce business correspondence, academic reports, business reports, and tables. Students complete diagnostic and prescriptive skillbuilding exercises to increase speed and accuracy on timed writings. Students also complete an integrated employment project to prepare them to format documents such as resumes, application letters, and interview follow-up letters. To be successful in this course, students must enter with a touch typing speed of 25-30 words per minute on a three-minute timed writing with no more than five errors.

**3 Credits; 1 lecture hour, 3 laboratory hours**

**Prerequisites:** ACLT 052 or ACLT 053 and OFAD 102 or permission of program coordinator

**Overall Course Objectives**

Upon completion of this course, students will be able to:

1. produce business documents utilizing text-editing software;
2. format business correspondence, reports, and tables from rough draft copy marked with proofreader's symbols;
3. proofread and edit documents to achieve a mailable standard;
4. demonstrate increased typing speed from course entry base speed on five-minute timed writings;
5. analyze keying errors to identify corrective measures for practice;
6. apply language arts rules in document processing activities;
7. demonstrate keyboarding proficiency by typing at least 40 words per minute with five errors or less on at least three five-minute timed writings; and
8. produce a series of employment documents in response to a simulated job opening.

**Major Topics**

- I. Word Processing and Basic Formatting
  - A. Letters and memos
  - B. Academic reports
  - C. Business reports
  - D. Tables
  - E. Proofreader's symbols

- II. Skillbuilding for Speed and Accuracy
  - A. Specific alphanumeric drills
  - B. Specific hand drills
  - C. Specific finger drills
  - D. Specific row drills
  - E. Transposition drills
  - F. Concentration drills
  - G. Common letter combination drills
  - H. Progressive speed drills
- III. Employment Documents
  - A. Resume
  - B. Letter of application
  - C. Interview follow-up letter

### **Course Requirements**

Grading procedures will be determined by the individual faculty member but must include the following:

### **Grading/exams**

- At least two skills assessments
- At least two objective assessments
- Timed writings
- Employment project
- Final Exam

**Written Assignments:** Students are required to utilize appropriate academic resources.