LABETTE COMMUNITY COLLEGE BRIEF SYLLABUS

SPECIAL NOTE:
This brief syllabus is not intended to be a legal contract. A full syllabus will be distributed to students at the first class session.

TEXT AND SUPPLEMENTARY MATERIALS USED IN THE COURSE (if any):

Please check with the LCC bookstore http://www.labette.edu/bookstore for the required texts for this class.

COURSE NUMBER: OTEC 102

COURSE TITLE: COLLEGE KEYBOARDING

SEMESTER CREDIT HOURS: 3

DEPARTMENT: Business Administrative Technology

DIVISION: Career Technical Education

PREREQUISITE: None

COURSE DESCRIPTION:
This course is designed to develop machine control and mastery of the keyboard. The course emphasizes proper keyboarding techniques, accuracy, and speed, which can be applied to a variety of problems that the students are likely to meet in their personal life and/or in the business world.

COURSE OUTCOMES AND COMPETENCIES:
Students who successfully complete this course will be able to:

1. Demonstrate the use of correct keyboarding techniques

- Use correct posture.
- Have proper arrangement of workstation.
- Use proper fingers on the home row.
- Use correct keystrokes.
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2. Develop speed and accuracy on one-minute and three-minute drills

- Increase both speed and accuracy throughout the semester on timed writing.

3. Develop speed and accuracy on production assignments

- Create business letters.
- Create emails.
- Create envelopes.
- Create memos.
- Create simple tables.
- Create tables with column headings.
- Create reports.
- Create format tables, boxed and open.
- Create report with side headings.

4. Utilize some basic Word commands in preparing documents

- Use Save and Save As commands.
- Use Bold command.
- Use Page Numbering and Page Break commands.
- Use Undo/Redo command.
- Use Spell Check command.
- Use Preview Pages Before Printing command.
- Use Print command.
- Set Margins.
- Use Cut, Copy, and Paste commands.
- Use Indent commands.
- Use Bullets and Numberings commands.
- Use Center command.
- Use Date Insert command.

5. Demonstrate knowledge of formatting rules

- Demonstrate knowledge of rules for punctuation, grammar usage, proper spelling, capitalization, number expression, and abbreviations in documents that they produce.
- Create documents from a rough draft with proofreaders' marks.
- Compare copy and make all necessary corrections.

6. Perform workplace competencies

- Resource Management.
- Locate information and select the materials tools, equipment, or other resources to perform the activities needed to accomplish a specific task.
- Time Management.
- Develop strategies to overcome procrastination and meet deadlines.