

Dakota County Technical College

OFFC 1005: Keyboarding/Formatting

A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 3

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course covers basic formatting for business documents, including letters, memos, reports, and tables. Straight-copy skill development for speed and accuracy will also be included. Prerequisites: A typing speed of 35 words per minute with five or fewer errors

B. COURSE EFFECTIVE DATES: 03/02/1998 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

D. LEARNING OUTCOMES (General)

1. center horizontal text
2. center vertical text
3. develop language arts skills
4. develop punctuation skills
5. develop straight-copy keyboarding skill
6. operate alpha keys
7. operate numeric keys
8. operate shortcut keys
9. operate symbol keys
10. perform basic computer operation
11. practice proper word division
12. select required text
13. use touch typing method
14. utilize word processing reference material
15. utilize word processing software
16. insert page numbers
17. merge table cells
18. produce boxed tables
19. produce bulleted items
20. produce business envelopes
21. produce business letters
22. produce business memorandums
23. produce multi-page reports
24. produce numbered lists
25. produce short reports
26. produce simple tables
27. produce tables with column headings
28. reset margins
29. revise rough-draft documents
30. utilize table formulas
31. apply keyboarding rules
32. insert and delete rows and columns in tables
33. produce bibliographies
34. produce bound reports
35. produce employment documents
36. produce footnotes/endnotes
37. produce letters with tables
38. produce memos with tables
39. produce modified block letters
40. produce multi-page letters
41. produce personal business letters
42. produce reference list
43. produce surgery report
44. produce table of contents

45. produce title page

46. use date insert

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted