

Dakota County Technical College

ADTC 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: 05/21/2014 - 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. insert page numbers
7. merge table cells
8. operate alpha keys
9. operate numeric keys
10. operate shortcut keys
11. operate symbol keys
12. perform basic computer operation
13. practice proper word division
14. produce boxed tables
15. produce bulleted items
16. select required text
17. use touch typing method
18. utilize word processing reference material
19. utilize word processing software
20. apply keyboarding rules
21. insert and delete rows and columns in tables
22. produce bibliographies
23. produce bound reports
24. produce business envelopes
25. produce business letters
26. produce business memorandums
27. produce employment documents
28. produce footnotes/endnotes
29. produce letters with tables
30. produce memos with tables
31. produce modified block letters
32. produce multi-page letters
33. produce multi-page reports
34. produce numbered lists
35. produce personal business letters
36. produce reference list
37. produce short reports
38. produce simple tables
39. produce surgery report
40. produce table of contents
41. produce tables with column headings
42. produce title page
43. reset margins
44. revise rough-draft documents

45. use date insert
46. utilize table formulas
47. produce table of contents
48. produce title page
49. 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