



**TRINITY VALLEY COMMUNITY COLLEGE  
MASTER SYLLABUS**

**Course Title:**

**Intermediate Keyboarding**

**Course Prefix and Number:**

**POFT 2401**

**Department – Division:**

**Business and Computer Science**

**Course Type** – select from one of the following categories.

- **Academic General Education Course** (from ACGM – but not in TVCC Core)
- **Academic TVCC Core Course**
- **WECM Courses**

**Semester Credit Hours: Lecture Hours: Lab/other hours**

<b>Semester Credit Hours</b>	<b>Lecture Hours</b>	<b>Lab/Other* Hours</b>
4	3	3

**Course Catalog Description**

This course provides a review and builds on keyboarding competencies developed. Emphasis is placed on increasing speed, improving accuracy, developing formatting skills, applying communication skills, and learning document production skills.

**Prerequisites/co requisites**

POFT 1429 (Basics Keyboarding) or equivalent skills  
Knowledge of word processing software

## **Topical Outline**

1. Skillbuilding for Speed and Accuracy
2. Skill Refinement
3. Reports
4. Correspondence
5. Tables
6. International Formatting
7. Medical Office Documents
8. Legal Office Documents
9. Using and Designing Office Forms
10. Designing Office Publications
11. Designing Web Pages

## **Course Learning Outcomes**

Upon completion of this course the student will be able to . . .

1. Format and produce a variety of business documents using word processing software.
  - a. Format memorandums.
  - b. Format business letters.
  - c. Format envelopes.
  - d. Format tables.
    1. Key tables from arranged and unarranged format
    2. Key tables using special features
  - e. Format reports.
2. Format various documents using proofreading skills.
3. Apply mailability standards to document production.
4. Produce alphabetic, alphanumeric, and numeric material speedily with proficiency.
5. Type timed writings.
6. Use a microcomputer software program to enhance speed and accuracy.

**Relationship to General Education Outcomes** – In addition to the core competencies, Trinity Valley Community College has established ten general education goals which specify knowledge and skills that students should gain from completing courses in the various component areas of the core curriculum. Information regarding curriculum and assessment as a means for the improvement of student learning through the general education component is considered.

Mark with an "X"	General Education Outcome
X	A. To communicate clearly and effectively in both oral and written English.
	B. To improve reading skills focused on comprehending, analyzing, interpreting, and evaluating printed materials.
	C. To understand mathematical information and utilize mathematical skills.
	D. To demonstrate qualitative and quantitative critical thinking skills.
	E. To understand and appreciate cultural and ethnic diversity.
X	F. To utilize computer based technology in accessing information, solving problems, and communicating.
	G. To recognize and evaluate artistic achievements in the visual and performing arts.
	H. To improve basic understanding of political, economic, and social systems.
	I. To demonstrate knowledge of the physical universe and living systems.
	J. To develop skills and strategies to become an engaged learner.

**Required Text(s)**

Copy of the current textbook from the Trinity Valley Community College Bookstore

**Optional Text(s)**

none

**Material/Technology to be supplied by the student**

- Microsoft Word 2007
- Easy access to reliable Internet connection
- Flash drive (removable USB disk as storage device)

<b>Course Requirements/Grading System</b>
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**METHODS OF INSTRUCTION:**

Instruction will be by lecture/demonstration/discussion with emphasis on student teacher interaction and cognitive processes.

**METHODS OF EVALUATION:**

Students will be evaluated by written testing of facts, theories, principles, and their application.

***Approvals – the contents of this document have been reviewed and are found to be accurate.***

Prepared by	Signature	Date
Department Head	Signature	Date
Division Chair	Signature	Date
Vice President	Signature	Date