Course discipline/number/title: AOP 1030: Keyboarding II

A.   CATALOG DESCRIPTION
1. Credits: 3
2. Hours/Week: 3
3. Prerequisites (Course discipline/number): None
4. Other requirements: AOP 1020
5. MnTC Goals (if any): NA

B.   COURSE DESCRIPTION: Students will identify and practice particular stroke combinations that are creating barriers to increasing speed and accuracy. Students will be completing skill-building lessons and working on simulated office documents. The pace of the course is individualized to the student's skills and abilities. College-level reading and writing skills are recommended. Student must be at 35 GWPM or more to enroll in this course.

C.   DATE LAST REVISED (Month, year): November, 2020

D.   OUTLINE OF MAJOR CONTENT AREAS:
1. Error Report Analysis
2. Improve Accuracy
3. Improve Speed
4. Proofreading and editing

E.   LEARNING OUTCOMES (GENERAL): The student will be able to:
1. Improve keyboarding speed and accuracy.
2. Key business documents with a 98% accuracy (two errors or less).
3. Proofread and edit documents with 98% accuracy (two errors or less).

F.   LEARNING OUTCOMES (MNTC): NA

G.   METHODS FOR EVALUATION OF STUDENT LEARNING: Methods may include but are not limited to:
1. Personalized progress reports
2. Prescribed lessons and projects
3. Timed Writings

H.   RCTC CORE OUTCOME(S): This course contributes to meeting the following RCTC Core Outcome(s): Communication. Students will communicate appropriately for their respective audiences.

I.   SPECIAL INFORMATION (if any): None