



COURSE SYLLABUS

PO Box 1189
1042 W. Hamlet Avenue
Hamlet, NC 28345
(910) 410-1700
www.richmondcc.edu

COURSE: OST 132 **KEYBOARD SKILL BUILDING**

HOURS: Lecture: 1 Lab/Shop: 2 Work Exp/Clinical: 0 Credits: 2

COURSE DESCRIPTION:

This course is designed to increase speed and improve accuracy in keyboarding. Emphasis is placed on diagnostic tests to identify accuracy and speed deficiencies followed by corrective drills. Upon completion, students should be able to keyboard rhythmically with greater accuracy and speed.

PREREQUISITE(S): OST 131

COREQUISITE(S): NONE

TEXTBOOK(S) & OTHER SPECIAL REQUIREMENTS:

Roggenkamp, Pierce College Puyallup. Keyboarding & Applications II Sessions: 61-120 w/ Cirrus 2.0. 7th ed. Dubuque, IA: Paradigm, 2020.
ISBN: 9798765749005

STUDENT LEARNING OUTCOMES:

Upon successful completion of this course, the student will be able to:

1. Build keying speed and accuracy through the use of timed writings to a minimum speed of 35 NWPM.
2. Create tables
3. Merge and split cells within tables.
4. Perform calculations in tables.
5. Type a leftbound report and an unbound report.
6. Format multi-page reports with footnotes, references, and title pages.
7. Create headers and footers.
8. Format academic reports in MLA and APA Styles
9. Enhance document format with graphics and WordArt.
10. Create documents with pictures, video, SmartArt, WordArt, and borders
11. Create a document as a co-author using OneDrive.
12. Demonstrate written communication skills as well as select and use appropriate means and methods to communicate thoughts and ideas.

*****Please refer to the online version of the Richmond Community College Program & Course Catalog and the Student Handbook for current academic and general information.**