## **MOHAWK VALLEY COMMUNITY COLLEGE**

**UTICA AND ROME, NEW YORK**

**COURSE OUTLINE**

**AA 112 Keyboarding Intermediate C-1, P-4, Cr-3**

**COURSE DESCRIPTION:**

This course concentrates on increasing keyboarding speed and accuracy and providing practice on more advanced word processing and desktop publishing projects.

Prerequisite: AA111

**STUDENT LEARNING OUTCOMES:**

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

1. Demonstrate appropriate formatting of more complicated business documents.
2. Apply desktop publishing concepts to business documents.
3. Produce five-minute timed writings at a minimum speed of 40 words per minute with three or fewer errors.

4. Design Office Forms, Office Publications, and Web Pages.

5. Demonstrate the ability to proofread keyboarded material and correct errors.

**Major Topics:**

* Introduction to Software and Hardware
* Correspondence
* Reports
* Tables
* Filling in Forms
* Designing Office Forms
* Designing Office Publications
* Specialized Applications
* In-basket Review