# **MOHAWK VALLEY COMMUNITY COLLEGE**

**UTICA AND ROME, NEW YORK**

**COURSE OUTLINE**

**AA 214 Keyboarding-Advanced C-2, P-2, Cr-3**

**COURSE DESCRIPTION:**

Prerequisite: AA112 Keyboarding-Intermediate

This course covers advanced word processing and desktop publishing skills. Decision-making, editing, abstracting information, setting priorities, and maintaining a smooth workflow are emphasized. Government, medical, legal, and business documents are keyboarded.

**STUDENT LEARNING OUTCOMES:**

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

1. Demonstrate proficiency with advanced word processing and desktop publishing concepts.
2. Apply advanced decision-making skills to document preparation
3. Keyboard five-minute timed writings at a minimum speed of 50 words per minute with three or fewer errors.
4. Demonstrate proficiency in completing Integrated Office Projects:

Travel, Energy, Electronics, Insurance, Government, Legal, and Medical Documents.

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

**Major Topics:**

* Reports and Table Review
* Correspondence Review
* International Marketing
* Hospitality
* Travel
* Energy
* Electronics
* Insurance
* Government
* Legal
* Medical
* Review Correspondence, Forms, Reports