ROCHESTER COMMUNITY AND TECHNICAL COLLEGE — COMMON COURSE OUTLINE

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:** None
5. **MnTC Goals (if any):** NA

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

C. DATE LAST REVISED (Month, year): February, 2025

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 accuracy and speed.
2. Key business documents accurately (five errors or less in a 5-minute timing).
3. Proofread and edit documents (five errors or less in a 5-minute timing).

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