203 English for Keyboarding (Expert Course) 80-hour cycles

Prerequisite(s): Keyboarding 202 or equivalent.

Textbooks: None - *Mavis Beacon Teaches Typing* or comparable interactive computer-assisted instructional software package.

Course Description:

In this "English through Keyboarding" course students further develop English language skills related to keyboarding.

This course is not intended to provide instruction which will result in the student's acquisition of occupational skills. Placement assistance by the school is not available for this course.

Course Goals:

This course will reinforce students':

- ability to apply expert English reading, speaking and writing skills to determine format and produce business documents

Objectives:

Students will be able to:

- demonstrate comprehension of language related to business documentation.
- identify appropriate register for business documentation.
- locate English grammatical, spelling and composition errors
- type 45 wpm with less than 5 errors in 5 minutes

Student Learning Outcomes

General SLOs:

- to comprehend and apply directions in English when practicing advanced keyboarding exercises within integrated business situations experiences requiring English language reading, discussion, and writing skills;

- to distinguish English language descriptions of complex business situations that will determine the production of documents;
- to synthesize information from various English language sources that will determine the format of document production;
- to produce within situated experiences various kinds of letters, reports, memos, tables, and other personal-business and business documents from English language text, identifying and correcting language errors.

Speaking SLOs:

C2:

- give clear, smoothly flowing, elaborate descriptions of complex issues related to document production and complex business tasks;
- talk about resolving such issues tasks in a fast, native pace;
- discuss document production planning and give and understand advice about it.
- discuss techniques of creating various kinds of letters, reports, memos, tables, and other personal-business and business documents.

Writing SLOs:

C2:

- can write clear, smoothly flowing text in an appropriate style.
- can write complex letters, reports or articles presenting a case with an effective logical structure which helps the recipient to notice and remember significant points.
- can write summaries and reviews of professional works.
- can express themselves with clarity and precision.

*Instructional Methods.

•This course is designed to be repeated in multiple, continuous, simultaneous course-hour cycles toward proficiency progression of course stated outcomes & student personal proficiency goals as determined in consultation with Student Services Associates.

*Information Regarding the Maximum Number of Times a Class Can Be Repeated: Students who enroll in the ESL-Plus Course of Study move their individual levels or courses at their own rate. As long as a student is in good academic standing (as defined in our student policies), a student may be in a given level for an variable amount of time.

TUITION: $320 Certificate: Keyboarding (Expert Course)