202 English for Keyboarding (Advanced Course) 120-hour cycles

Prerequisite(s): Keyboarding 201 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 and information processing. Students acquire structural and functional language related to keyboarding while transferring and typing letters, reports, tables, memos and business documents from handwritten text using correct English grammar, spelling and punctuation.

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:

- teach students advanced Keyboarding vocabulary and grammar
- present learners with the tools of applying English skills to document production

Objectives:

- demonstrate correct vocabulary and grammar usage when producing a document with 80% accuracy
- comprehend keyboarding instructions
- examine information from multiple sources to determine proper document format.
- interpret and type documents from printed English.

Student Learning Outcomes

General SLOs:

- to comprehend and utilize English word division and composite words;
- to interpret directions in English when practicing advanced keyboarding exercises;
- to interpret and apply English language descriptions of business situations in the production of documents;
- to synthesize information from various English language sources that will determine the format of document production;

- to produce letters, reports, memos, tables, and other personal-business and business documents from hand-written and from printed text in English, identifying and correcting language errors.

Speaking SLOs:

C1:

- discuss in detail issues related to business situations involving document production
- talk in some detail about document formatting .
- discuss possible solutions for problems with document production and what role formatting can play.
- compare and contrast various forms of document layouts.
- understand various communication styles, including direct, indirect, formal and informal.

Writing SLOs:

C1:

- can express yourself in clear, well-structured text.
- express points of view at some length.
- can write about complex subjects in a letter, an essay or a report, underlining what you consider to be the salient issues.
- can select style appropriate to the reader in mind.

*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: $480 Certificate: Keyboarding (Advanced Course)