

**Los Angeles Valley College
Course Level Student Learning Outcomes (SLO)**

Course Name and Number : Computer Applications & Office Technologies II

Course Title: Computer Keyboarding II

Course Objectives: (List the course objectives as they appear in the course outline of record.)

Format e-mails, business reports and academic reports in APA and MLA style, multi-page business letters and memos with special features, envelopes, labels and tables.

Use templates to prepare, letters, tables, print and electronic résumés and memos.

Format common business correspondence such as itineraries, agendas, minutes, and procedure manuals.

Design office forms such as flyers, office publications/announcements, letterheads, and newsletters.

Format common legal documents such as wills, affidavits, and deeds.

Use proofreading skills, and the spelling, and grammar features of word processing effectively to produce mailable documents.

Keyboard average straight-copy paragraph materials for 5 minutes at a minimum rate of 40 gwam with no more than 5 errors

Keyboard boxed, open, and multi-column tables.

Keyboard business letters and common business correspondence arranged in proper form on the page with all errors corrected.

Keyboard a multi-page manuscript/formal report with source citation and references properly placed on the page.

Design office forms such as flyers, announcements, letterheads, and newsletters.

Establish 1–2 course level student learning outcomes and indicate how each SLO will be assessed.

Course Level Student Learning Outcome	Assessment Measure
Applying keyboard mastery skills, students will key alphabetic material at a minimum rate of 30 words a minute for five minutes with a maximum of 5 errors	Students will be given a series of 5-minute timed writings to test keyboarding skills.

Using word processing software students will create and edit business letters, reports, and memos.

Students will be given a handwritten letter, report, and memo and required to produce correctly formatted hard copy documents using word processing software with 90% accuracy. A checklist will be used to determine accuracy.