

MASTER COURSE OUTLINE

A. BUSO 1607 Keyboarding Basics

B. COURSE DESCRIPTION:

This course introduces alpha, numeric, and symbol along with basic keyboarding fundamentals and techniques. Emphasis will also be placed on building speed and accuracy. Typing technique and posture concepts will be introduced.

(1 Cr – 1 lect, 0 lab)

C. ****Core Theme:** Critical Thinking

D. MAJOR CONTENT AREAS:

- Keyboarding technique and operation
- Straight-copy material
- Straight-copy speed and accuracy
- Keyboarding posture

E. GOAL TYPES, OBJECTIVES, AND OUTCOMES:

<u>GOAL</u>	<u>OBJECTIVES</u>	<u>OUTCOMES</u>
**Critical Thinking	Students will be able to recognize and articulate the value assumptions which underlie and affect decisions, interpretations, analyses, and evaluations made by ourselves and others.	1. understand and measure wpm with 97% accuracy.
CS	type using correct keyboarding posture and technique.	1. place knees at a 90° angle, adjust chair so that forearms are parallel with the typing surface, adjust monitor so that it is at eye height/level, move chair so that navel is centered between the “h” and “j” key and that stomach is one hand width away from the edge of the typing surface.
CS	identify all alpha, numeric, and symbol keys on the keyboard.	1. complete all parts of the first 20 keyboarding lessons which teach/review all alpha, numeric, and symbol keys.

F. SPECIAL INFORMATION:

This course may require use of the Internet, the submission of electronically prepared documents and the use of a course management software program. Students who have a disability and need accommodations should contact the instructor or the Student Success Center at the beginning of the semester. This information will be made available in alternative format, such as Braille, large print, or current media, upon request.

G. COURSE CODING INFORMATION:

Course Code T/Class Maximum 30; Letter Grade

Revision date: 07/21/10

AASC Approval date: 11/30/10

*Riverland Community College Disciplines	MnTC Goal Number
Communication (CM)	1
Natural Sciences (NS)	3
Mathematics/Logical Reasoning (MA)	4
History and the Social & Behavioral Sciences (SS)	5
Humanities and Fine Arts (HU)	6

**Riverland Community College Core Themes	MnTC Goal Number
Critical Thinking (CT)	2
Human Diversity (HD)	7
Global Perspective (GP)	8
Ethical and Civic Responsibility (EC)	9
People and the Environment (PE)	10

*These five MnTC Goals have been identified as Riverland Community College Disciplines.

** These five MnTC Goals have been identified as Riverland Community College Core Themes.

NOTE: The Minnesota Transfer Curriculum “10 Goal Areas of Emphasis” are reflected in the five required discipline areas and five core themes noted in the Riverland Community College program of study guide and/or college catalog.