

## MASTER COURSE OUTLINE

A. BUSO 1604 Keyboarding I

B. COURSE DESCRIPTION:

In this course the alpha, numeric, symbol, and function keys are reviewed emphasizing the touch method. Keyboarding fundamentals and techniques are taught including: basic formatting, proofreading skills, straight-copy skill development, and correct keyboarding posture and technique. Prerequisites: 30 words per minute (wpm) at 97% accuracy.  
**(3 Cr – 3 lect, 0 lab)**

C. \*\*Core Theme: Critical Thinking

D. MAJOR CONTENT AREAS:

- Formatted-copy speed and accuracy
- Table styles
- Test requirements
- Mailable business documents
- Letter styles
- Vertical and horizontal centering tasks

E. GOAL TYPES, OBJECTIVES, AND OUTCOMES:

<u>GOAL</u>	<u>OBJECTIVES</u> Students will be able to	<u>OUTCOMES</u> The student will successfully
** <u>Critical Thinking</u>	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.
<u>CS</u>	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.
<u>CS</u>	identify, create, and correctly format basic business forms such as memos, letters, and	1. prepare all business documents with two errors or less (98%

	tables.	accuracy).
<u>CS</u>	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

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

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

\*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.