



## MASTER COURSE OUTLINE

A. BUSO 1604 Keying

B. COURSE DESCRIPTION:

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

C. \*Core Theme: Critical Thinking

D. RIVERLAND INSTITUTIONAL LEARNING OUTCOMES:

This course addresses the following Riverland Institutional Learning Outcome(s):

- ILO 1: critical thinking (*Core Theme Goal 2*)
- ILO 2: awareness of the larger global community (*Core Theme Goal 7 or 8*)
- ILO 3: ethical, engaged citizenship (*Core Theme Goal 9 or Goal 10*)
- ILO 4: communication and collaboration (*Discipline Goal 1 and by any learning outcome(s) involving communication or collaboration*)

E. MAJOR CONTENT AREAS:

- Formatted-copy
- Speed and accuracy
- Table styles
- Mailable business documents
- Letter styles
- Vertical and horizontal centering tasks
- Proper keying posture

F. 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	1. understand and measure wpm with 97% accuracy.

	decisions, interpretations, analyses, and evaluations made by ourselves and others.	
<u>CS</u>	type using correct keying 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 tables.	1. prepare all business documents.
<u>CS</u>	identify all alpha, numeric, and symbol keys on the keyboard.	1. complete all keying lessons including all alpha, numeric, and symbol keys.

G. 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 Accessibility Services 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.

H. COURSE CODING INFORMATION:

Course Code T/Class Maximum 30; Letter Grade

Revision date: 07/21/10; 03/05/24

AASC Approval date: 11/30/10; 04/16/24

\*These five MnTC Goals have been identified as Riverland Community College Core Themes. Every course in the Riverland Community College curriculum shall meet outcomes from one of these themes.

\*\*These five MnTC Goals have been identified as Riverland Community College Disciplines. Riverland’s MnTC courses also shall meet outcomes from a Discipline Area.

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.

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

<b>**Riverland Community College Discipline Areas</b>	<b>MnTC Goal Number</b>
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