Course Outline for: BUSN 1000 Keyboarding and Essential Computer Skills

A. Course Description:
1. Number of credits: 3
2. Lecture hours per week: 3
3. Prerequisites: None
4. Corequisites: None
5. MnTC Goals: None

Mastery of computer keyboarding and other fundamental computer skills, as well as introductory word processing, are essential in most occupations. Computer keyboarding includes keying by touch no less than 30 words a minute with emphasis on proofreading and accuracy. Essential computer skills include file management, creating and editing documents, and effectively utilizing Normandale's learning management system (D2L). Students apply their skills to create and format multiple documents in a Windows environment. BUSN 1000 is recommended as a first-year course so that skills and knowledge can be applied to other Normandale courses.

B. Date last reviewed/updated: March 2024

C. Outline of Major Content Areas:
1. Develop Keyboarding Skills: Alphabetic and Numeric
2. Learn Word Processing Essentials: Character and Paragraph Formatting
3. Format for Emails, Memos and Business Letters
4. Create and Edit Tables
5. Format Reports: Unbound, Leftbound, Multiple-Page
6. Format MLA Research Reports

D. Course Learning Outcomes:
Upon successful completion of the course, the student will be able to:
1. Input alphabetic data using the touch method on a computer keyboard.
2. Input numeric and symbol data on a computer keyboard.
3. Proofread with 90% or greater efficiency using proofreader's marks to identify errors.
4. Use correct key stroking and keyboarding techniques including correct ergonomic position at the computer terminal.
5. Keyboard at a speed of at least 30 words per minute on two 3-minute timed writings with no more than six errors.
6. Use word processing skills to format correspondence and manuscripts.

E. Methods for Assessing Student Learning:
Methods for assessment may include, but are not limited to, the following:
1. Weekly 3-minute timings given during the second half of the semester.
2. Document Production of business documents: Memos, Letters, Tables and Reports

3. Document Assessment: Memos, Letters, Tables and Reports
4. Final Comprehensive Exam

F.   Special Information:
None