

## HIBBING COMMUNITY COLLEGE COURSE OUTLINE

**COURSE NUMBER & TITLE:** BUS 1110: Keyboarding 1

**CREDITS:** 2 (1 Lec / 1 Lab)

**PREREQUISITES:** None

### **CATALOG DESCRIPTION:**

Keyboarding 1 introduces and develops basic keyboarding skills. Students learn the correct placement of the letters on a standard keyboard and are introduced to computerized word processing. This course is highly recommended for any student who has minimal or no previous computerized keyboarding skills.

### **OUTLINE OF MAJOR CONTENT AREAS:**

- I. Introduction to Keyboard and Computer
  - A. Proper typing techniques
- II. Home Row – finger placement and subsequent keys
- III. Word Processing and E-Mail Orientation
- IV. Correspondence
  - A. Letter writing in block and semi-block style
  - B. Envelopes and labels
  - C. Memos with attachments
- V. Business Reports
  - A. One-Page
  - B. Multiple-Page
- VI. Business Reports with Lists
- VII. Tables
  - A. Boxed Tables
  - B. Open Tables
  - C. Ruled Tables
- VIII. Personal Correspondence
  - A. Business Letters
  - B. Memos with Lists
- IX. Reports
  - A. Left-Bound Business Report
  - B. Report Citations
  - C. Preliminary Report Pages
- X. Employment Documents
  - A. Resumes
  - B. Letters of Application
  - C. Interview Communications
- XI. Timed Writings
  - A. One-minute writings
  - B. Three-minute writings
  - C. Five-minute writings

**COURSE GOALS/OBJECTIVES/OUTCOMES:**

Students will

1. memorize the correct placement of the fingers on the keyboard and keyboard arrangement.
2. create, save, and edit documents.
3. prepare various formats of business letters.
4. create envelopes and labels within specified guidelines.
5. create memos and e-mails with attachments.
6. use spellcheck on documents.
7. create and edit business reports of different formats.
8. prepare boxed, ruled, and open tables.
9. create a properly formatted academic report.
10. demonstrate proper format of personal business letters.
11. define and prepare business reports with different formats.
12. create resumes for employment.
13. write letters of application and follow-up letters.
14. take timed writings throughout the course.

**MNTC GOALS AND COMPETENCIES MET:**

N/A

**HCC COMPETENCIES MET:**

Working Productively and Cooperatively  
Thinking Creatively and Critically

**STUDENT CONTRIBUTIONS:**

Students are expected to attend all class and lab sessions, complete assignments as designated, request assistance when needed, and contribute to positive learning and lab environments. Students should expect to spend six to eight hours per week in the computer lab, depending upon skill levels.

**STUDENT ASSESSMENT SHALL TAKE PLACE USING INSTRUMENTS SELECTED/DEVELOPED BY THE COURSE INSTRUCTOR.**

**SPECIAL INFORMATION: (SPECIAL FEES, DIRECTIVES ON HAZARDOUS MATERIALS):**

<b>AASC APPROVAL DATE:</b>	<b>January 13, 2016</b>
<b>REVIEW DATE:</b>	<b>January 2021</b>

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