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):

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<th>AASC APPROVAL DATE:</th>
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