COMMON COURSE OUTLINE: Course discipline/number/title: BTEC 1020: Keyboarding

A. CATALOG DESCRIPTION
1. Credits: 1
2. Hours/Week: 1
3. Prerequisites (Course discipline/number): College-level reading and writing skills.
4. Co-requisites (Course discipline/number): None
5. MnTC Goals (if any): NA

This course is designed to provide the student with the basic skills necessary to input and retrieve data from the computer through the use of the keyboard. Students will be taught the touch-type method of alphabetic (and numeric) keyboarding with great emphasis placed on accuracy. This course is designed for students who have no or minimal keyboarding skills. The pace of the course is individualized to the student's skills and abilities.

B. DATE LAST REVISED (Month, year): November, 2014

C. OUTLINE OF MAJOR CONTENT AREAS:
1. Position/techniques while keyboarding
2. Touch-type while keying
3. Correct keystrokes for letters, numbers, and special symbols
4. Increase keyboarding speed and accuracy

D. LEARNING OUTCOMES (GENERAL): The student will be able to:
1. Use correct posture/techniques while keyboarding.
2. Locate each key on the keyboard by touch and with the correct finger.
3. Key information at a minimum rate of 35 gross words per minute with 3 errors or less.
4. Demonstrate an increase in net words a minute (GWAM) as student progresses through the course.
5. Apply skills learned in this course to all typing/keying.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:
1. Lessons
2. Two 3-minute timed writings at a minimum of 35 GWPM with 3 errors or less
3. Grading is Pass/Fail.

G. RCTC CORE OUTCOME(S) ADDRESSED:
☒ Communication ☐ Civic Responsibility
☐ Critical Thinking ☐ Personal/Professional Accountability
☐ Global Awareness/Diversity ☐ Aesthetic Response

H. SPECIAL INFORMATION (if any):
Normal fees that are charged for other computer classes and for online classes.