COMMON COURSE OUTLINE: Course discipline/number/title: BTEC 1050: Keyboarding for Professionals

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

Students need to type the equivalent of 45 GWPM for five minutes with zero errors when registering for this course, because this course covers the continuing development of keyboarding speed and accuracy. Students will develop proofreading and editing skills as they key documents from straight-copy and rough draft.

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

C. OUTLINE OF MAJOR CONTENT AREAS:
1. Speed and accuracy emphasis
2. Proofreading skills
3. Word processing program features
4. Letter styles and formatting

D. LEARNING OUTCOMES (GENERAL): The student will be able to:
1. Improve efficiency (speed and accuracy) in typing the numeric, alphabetic, and special symbol keys.
2. Recognize and interpret common proofreaders’ marks.
3. Center material vertically and horizontally.
4. Format personal letters in block and modified block.
5. Format business letters in block and modified block form with mixed and open punctuation.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:
1. Assignments
2. Keyboarding production tests
3. Two 5-minute timings with five errors or less based on the GWPM standard formula
   60 gwpm = A
   55 gwpm = B
   50 gwpm = C
   45 gwpm = D

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

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