

# MESABI RANGE COMMUNITY & TECHNICAL COLLEGE

## Course Outline

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<b>Course Title:</b> Keyboarding	<b>Submitted By:</b> C. Norlander
<b>Semester Course Prefix and Number:</b> EOM 1246	<b>Approval Date:</b> January 2013
<b>Old Quarter Course Prefix and Number:</b>	<b>Revision Date:</b> December 2012

  

<b>Number of Credits:</b> 3	<b>Number of Lecture Credits:</b> 2
<b>Semester(s) Offered:</b> Fall	<b>Number of Lab Credits:</b> 1 <b>Number of Lab Hours:</b> 2
<b>Class Size:</b> 30	<b>Number of Studio/Demonstration/Internship Credits:</b>

Negotiated by AASC on:  
(date)

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### Course Purpose Code:

- 0 – Developmental Courses
- 1 – Non-transferable
- 2 – Technical course related to career programs
- 3 – College course which has the primary goal of applying certain concepts (e.g. vocal ensemble)
- 4 – Other college course not considered a part of MNTC (e.g. computer science, health, physical education)
- 5 – Course which is intended to fulfill the Minnesota Transfer Curriculum (MNTC) requirements or intended for transfer.
- 9 – Continuing Education/Customized Training specialized credit course (not occurring in 0-5)

### Catalog Description:

This course is designed for the Executive Office Management student. The objective of the course is to teach proper typing techniques, to build speed and accuracy, and to utilize a professional word processing system for business applications, such as document storage and retrieval, editing, and document distribution. Students develop fundamental skills by mastering the alphabetic keyboard, top-row numbers, symbols, and the numeric keypad.

### Prerequisites and/or recommended entry skills/knowledge:

Course Prerequisite(s): None  
Reading Prerequisite: None  
Composition Prerequisite: None  
Mathematics Prerequisite: None

### Career Programs and Transfer Majors Accessing this Course:

Executive Office Management

### Minnesota Transfer Curriculum Goal(s) partially met by this course if applicable:

(Notes: No more than two goals may be met by any one course. Curriculum Committee review and the Chief Academic Officer's approval are required.)

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| 0. <input checked="" type="checkbox"/> None                                | 6. <input type="checkbox"/> The Humanities and Fine Arts     |
| 1. <input type="checkbox"/> Communications                                 | 7. <input type="checkbox"/> Human Diversity                  |
| 2. <input type="checkbox"/> Critical Thinking                              | 8. <input type="checkbox"/> Global Perspectives              |
| 3. <input type="checkbox"/> Natural Sciences                               | 9. <input type="checkbox"/> Ethical and Civic Responsibility |
| 4. <input type="checkbox"/> Mathematical/Logical Reasoning                 | 10. <input type="checkbox"/> People and the Environment      |
| 5. <input type="checkbox"/> History and the Social and Behavioral Sciences |  |

**Learning Outcomes:** (including any relevant competencies listed in the Minnesota Transfer Curriculum)

Upon completion of this course, the student will be able to:

- Type a minimum average typing speed of 35-40 wpm
- Apply keyboarding skills to the production of various business documents
- Learn proofreading, editing, and revising skills
- Utilize a professional word processing system for business applications
  - Create documents
  - Edit documents
  - Format documents
  - Save documents
  - Print documents
  - Manage documents
  - Use writing tools such as spell checker, grammar checker, and a thesaurus

**Student Assessment Methods:**

The student will be assessed through speed and accuracy drills, tests, and hands-on assignments.

**Use of Instructional Technology:** (includes software, interactive video and other instructional technologies):

This course may require use of the Internet, the submission of electronically prepared documents and the use of the course management software program Microsoft Office 2010. Hardware may include projectors, interactive white boards, computers, printers, and other supporting technologies.

**Additional Special Information:** (special fees, directives on hazardous materials, etc.)

**Transfer Information:** (Please list colleges/majors that accept this course in transfer.)

**Course Outline Revision History:**

**Approvals:**

Body	Representative Signatures	Date
Curriculum Committee		
Faculty Association		
Academic Affairs Standards Committee		
Chief Academic Officer		

**Distribution:** Original – Instructional Services  
**Copies:** Transfer Specialist, Originating Faculty Member, Records  
**Revised:** March 2010