



KEYBOARDING/FORMATTING — ADMS 1005

A. Course Description

- **Credits:** 3.00
- **Lecture Hours/Week:** 3.00
- **Lab Hours/Week:** 0.00
- **OJT Hours/Week:** 0
- **Prerequisites:** None
- **Corequisites:** None
- **MnTC Goals:** None

This course covers basic formatting for business documents, including letters, memos, reports, and tables. Straight-copy skill development for speed and accuracy will also be included. Prerequisites: A typing speed of 35 words per minute with five or fewer errors

B. Course Effective Dates: 7/1/16 – Present

C. Outline of Major Content Areas

As noted on course syllabus

D. Learning Outcomes

1. apply keyboarding rules
2. center horizontal text
3. center vertical text
4. develop language arts skills
5. develop punctuation skills
6. develop straight-copy keyboarding skill
7. insert and delete rows and columns in tables
8. insert page numbers
9. merge table cells
10. operate alpha keys
11. operate numeric keys
12. operate shortcut keys
13. operate symbol keys
14. perform basic computer operation
15. practice proper word division

16. produce bibliographies
17. produce bound reports
18. produce boxed tables
19. produce bulleted items
20. produce business envelopes
21. produce business letters
22. produce business memorandums
23. produce employment documents
24. produce footnotes/endnotes
25. produce letters with tables
26. produce memos with tables
27. produce modified block letters
28. produce multi-page letters
29. produce multi-page reports
30. produce numbered lists
31. produce personal business letters
32. produce reference list
33. produce short reports
34. produce simple tables
35. produce surgery report
36. produce table of contents
37. produce tables with column headings
38. produce title page
39. reset margins
40. revise rough-draft documents
41. select required text
42. use date insert
43. use touch typing method
44. utilize table formulas
45. utilize word processing reference material
46. utilize word processing software

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

F. Learner Outcomes Assessment

As noted on course syllabus

G. Special Information

None noted

