KEYBOARDING / FORMATTING — ADMS 1021

A. Course Description
   - Credits: 2.00
   - Lecture Hours/Week: 2.00
   - 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. Skill development for speed and accuracy will also be included. Prerequisites: A typing speed of 30 words per minute with five or fewer errors

B. Course Effective Dates: 12/11/19 – Present

C. Outline of Major Content Areas
   As noted on course syllabus

D. Learning Outcomes
   1. apply keyboarding rules
   2. develop keyboarding skills
   3. develop language arts skills
   4. develop punctuation skills
   5. perform basic computer operations
   6. practice proper word division
   7. produce bibliographies
   8. produce bound reports
   9. produce business letters
   10. produce business memorandums
   11. produce employment documents
   12. produce letters with tables
   13. produce memos with tables
   14. produce modified block letters
   15. produce multi-page letters & reports
16. produce numbered lists
17. produce personal business letters
18. produce reference list
19. produce short reports
20. produce table of contents
21. revise and proofread rough-draft documents

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

F. Learner Outcomes Assessment

   As noted on course syllabus

G. Special Information

   None noted