MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE
COURSE OUTLINE

DEPT. CSCI   **COURSE NUMBER: 1100**

NUMBER OF CREDITS: 2   **Lecture: 1 Lab: 1 OJT 0**

Course Title:
Microcomputer Keyboarding

Catalog Description:
Microcomputer Keyboarding provides basic instruction on the use of the electronic keyboard. Basic touch keying is taught to develop the student's skill in rapidly and efficiently entering information into the microcomputer via the keyboard. Includes both alpha and numeric entries. The course also teaches basic document formatting for various styles of personal and business documents such as letters, memorandums and compositions.

Prerequisites or Necessary Entry Skills/Knowledge:
None

FULFILLS MN TRANSFER CURRICULUM AREA(S) *(Leave blank if not applicable)*

☐Goal 1: Communication: By meeting the following competencies:

☐Goal 2: Critical Thinking: By meeting the following competencies:

☐Goal 3: Natural Sciences: By meeting the following competencies:

☐Goal 4: Mathematics/Logical Reasoning: By meeting the following competencies:

☐Goal 5: History and the Social and Behavioral Sciences: By meeting the following competencies:

☐Goal 6: The Humanities and Fine Arts: By meeting the following competencies:

☐Goal 7: Human Diversity: By meeting the following competencies:

☐Goal 8: Global Perspective: By meeting the following competencies:

☐Goal 9: Ethical and Civic Responsibility: By meeting the following competencies:

☒Goal 10: People and the Environment: By meeting the following competencies:

Topics to be Covered
Alphabetic keys
Numeric keys
Punctuation/Symbol Keys
10 key numeric keypad
Composition

Student Learning Outcome
Key straight copy alphanumeric material at an average rate of 20 words a minute with two or fewer errors per minute.
Key numeric copy using correct touch techniques on the 10-key numeric keypad at 25 words a minute.
Apply keyboarding skills to compose coherent material with correct word usage at the word, sentence, paragraph, and document levels.

Is this course part of a transfer pathway: Yes ☐   No ☐
*If yes, please list the competencies below

Revised Date: