MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE
COURSE OUTLINE

DEPT. ADSA   **COURSE NUMBER:1100**

NUMBER OF CREDITS: 3   **Lecture: 2 Lab: 1 OJT 0**

Course Title:
College Keyboarding I

Catalog Description:
College Keyboarding I covers basic skill development and the use of word processing software to produce various personal and business correspondence including letters, envelopes and labels, memos, reports, tables, and employment documents. Focus will also be placed on the development of touch control keyboarding technique, accuracy, speed, and proofreading skills.

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
Touch control keyboarding (alphabetic, numeric, symbol keys)
Keyboarding position and technique
Keyboarding speed and accuracy
Proofreaders' marks/Proofreading skills
Formatting letters, envelopes and labels, memos, reports, tables, and employment   documents

Student Learning Outcomes
Examine and demonstrate proper keyboarding position and technique

Utilize proper keyboarding position and technique to develop and improve keyboarding speed and accuracy
Build keyboarding speed
Identify and apply standard proofreaders' marks
Apply proofreading skills to increase accuracy
Demonstrate the application of basic formatting requirements to produce personal and business correspondence

Is this course part of a transfer pathway: Yes ☐   No ☒

Revised Date: 6/2021