MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE
COURSE OUTLINE

Faculty members are required to have the outline submitted to the Academic Affairs Office. The course outline is the form used for approval of new courses by the Academic Affairs and Standards Council.

DEPT.  CSCI  COURSE NUMBER:  1100

NUMBER OF CREDITS:  2    Lecture:  1    Lab:  1

Course Title:
Microcomputer Keyboarding

Catalog Description:
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.

FULFILLS MN TRANSFER CURRICULUM AREA(S)

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:

Prerequisites or Necessary Entry Skills/Knowledge:
None
Topics to be Covered

- Alphabetic keys
- Numeric keys
- Punctuation/Symbol Keys
- 10 key numeric keypad
- Composition

Student Learning Outcomes

a) Key straight copy alphanumeric material at an average rate of 20 words a minute with two or fewer errors per minute.

b) Key numeric copy using correct touch techniques on the 10-key numeric keypad at 25 words a minute.

c) 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 ☒

Revised Date: May 2020