Faculty 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 College wide Curriculum Committee.

DEPT.: Computer Science   COURSE NO.: CSCI 1100
NUMBER OF CREDITS: 2
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.

AUDIENCE: Likely to be offered as instructor led
PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE: None
LENGTH OF COURSE: One semester
THIS COURSE IS USUALLY OFFERED: Fall

Four goals are emphasized in course at Minnesota West Community & Technical College:

1) ACADEMIC CONTENT:
   a) Student will be able to key straight copy alphanumeric material at an average rate of 20 words a minute with two or fewer errors per minute.
   b) Student will be able to key numeric copy using correct touch techniques on the 10-key numeric keypad at 25 words a minute
   c) Student will be using keyboarding skills to compose coherent material with correct word usage at the word, sentence, paragraph, and document levels.

2) THINKING SKILLS:
   a) Gain an understanding to master the keyboard and be able to think and use keyboarding skills to produce documents and interface with the computer
   b) Learn how to become more efficient in producing documents with a computer, the more productive that person is on the job or at home will benefit them greatly.

3) COMMUNICATIONS SKILLS:
   a) Discuss, define and describe, using current terminology, one’s working knowledge of learning aids and support tools that help students to use personal computers.

4) HUMAN DIVERSITY: “Experiencing a technology threshold that will forever change the way we learn, work, socialize and shop. The computer will affect all of us, and business of every type in ways far more pervasive than most people realize.” Bill Gates, COMPLEX ‘94

TOPICS TO BE COVERED:
Alphabetic Keys
Numeric Keys
Punctuation/Symbol Keys
LEARNING/TEACHING TECHNIQUES used in the course are:
Collaborative Learning  Problem Solving
Interactive Lectures  Creative Projects  Individual Coaching
Lecture  Lab

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:
Windows based keyboarding exercises
Timed Writings
Labs

EXPECTED STUDENT LEARNING OUTCOMES:
 a) Student will be able to key straight copy alphanumeric material at an average rate of 20 words a minute with two or fewer errors per minute.
 b) Student will be able to key numeric copy using correct touch techniques on the 10-key numeric keypad at 25 words a minute
 c) Student will be using keyboarding skills to compose coherent material with correct word usage at the word, sentence, paragraph, and document levels.

The information in this course outline is subject to revision

Veteran Services: Minnesota West is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that conflict with scheduled course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Minnesota West Veterans Service Office.

To receive reasonable accommodations for a documented disability, please contact the campus Student Services Advisor or campus Disability Coordinator as arrangements must be made in advance. In addition, students are encouraged to notify their instructor.

This document is available in alternative formats to individuals with disabilities by contacting the Student Services Advisor or by calling 800-658-2330 or Minnesota Relay Service at 800-627-3529 or by using your preferred relay service.

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