

North Hennepin Community College

CIS 1500: Developing Computer Keyboarding Skills

A. COURSE DESCRIPTION

Credits: 1

Lecture Hours/Week: *.*

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course will focus on developing mastery of the electronic keyboard and the microcomputer. Specifically, as a result of this course, you will use proper keyboarding techniques to attain the speed and accuracy necessary to use the computer as an effective communication tool.

B. COURSE EFFECTIVE DATES: 05/19/2009 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Key by touch the alphabet, numbers, symbols, and punctuation keys on the keyboard
2. Speed and accuracy of electronic keyboarding

D. LEARNING OUTCOMES (General)

1. Demonstrate the correct touch keyboarding for the alphabet, numbers, and symbols (NHCC ELOs 1, 2)

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

1. Knowledge of Human Cultures and the Physical and Natural World--Through study in the sciences, mathematics, social sciences, humanities, histories, languages, the arts, technology and professions.
2. Intellectual and Practical Skills--Including: Inquiry and analysis; Critical and creative thinking; Written and oral communication; Quantitative literacy; Information literacy; Teamwork and problem solving.