North Hennepin Community College

CIS 1000: Computer and Keyboarding Essentials

A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: *.*

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This is an introductory course to introduce students to the use of basic computer skills and to develop mastery of the computer keyboard. This course covers introductory information about computer hardware and software, working with drives, folders and files, and the use of the microcomputer as a productivity tool.
Students will learn to type the alphabet, number, and symbol key by touch. Emphasis is on the mastery and the development of speed and accuracy sufficient to make the computer a communication tool. Simple tables, memos, business letters, and reports are covered. Please contact your instructor for the version of software that will be used.

NOTE: No Credit will be given if you have previously completed CIS 1000 (Electronic Keyboarding).

B. COURSE EFFECTIVE DATES: 08/26/1997 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. This Introductory course covers the following skills and concepts
   ¿Key by touch the alphabet, numbers, symbols, and punctuation keys on the keyboard
   ¿Universal proofreader¿s marks used in word processing
   ¿Number expression rules
   ¿Effective use of computers
   ¿Basic business documents such as memorandums, letters, tables, and reports
   ¿Editing rules for basic business documents such as memorandums, letters, tables, and reports
   ¿Speed and accuracy of electronic keyboarding

D. LEARNING OUTCOMES (General)

1. Demonstrate computer skills such as saving files, retrieving files, creating file folders, and uploading and downloading content from various sources.
2. Demonstrate the correct touch keyboarding for the alphabet, numbers, and symbols.
3. Demonstrate effective written, verbal and nonverbal communications skills in business situations.
4. Demonstrate productive speed and accuracy when keying documents.
5. Apply proofreader's marks while editing documents for correct punctuation and language arts.
6. Format the following simple documents: memorandums, business letters, tables, and reports.

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted