

# Minnesota State College Southeast

## ADMS 2410: Keyboarding I

### A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 2

Lab Hours/Week: 2

OJT Hours/Week: \*.\*

Prerequisites: None

Corequisites: None

MnTC Goals: None

Students will learn the alphabetic and number keys by touch using proper techniques on the computer keyboard; improve speed and accuracy; format basic business documents including memos and letters; and proofread and apply language arts skills. (Prerequisite: None) (3 Credits: 2 lecture/1 lab)

**B. COURSE EFFECTIVE DATES:** 04/24/1998 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

1. Learn and demonstrate touch method of typing and office ergonomics
2. Improve speed and accuracy at the keyboard
3. Apply basic formatting and proofreading to create office documents

## **D. LEARNING OUTCOMES (General)**

1. Perform basic machine operation
2. Use touch method
3. Operate alpha keys
4. Practice alpha keys
5. Operate function keys
6. Practice function keys
7. Operate symbol keys
8. Practice symbol keys
9. Develop keyboarding skills
10. Keyboard formatted paragraphs
11. Center horizontal text
12. Center vertical text
13. Operate numeric keys
14. Practice numeric keys
15. Determine proper word division
16. Develop proofreading skills
17. Correct errors
18. Format business letters
19. Produce business letters
20. Format personal letters
21. Produce personal letters
22. Develop straight-copy keyboarding skill
23. Change font appearance
24. Create a document
25. Develop skill building techniques
26. Edit text
27. Operate the ten-key pad
28. Produce interoffice memorandums
29. Use proofreaders' marks
30. Use spell/grammar check
31. Center formatted paragraphs
32. Center text
33. Format footnotes/endnotes
34. Format interoffice memorandums
35. Format e-mail messages
36. Format table of contents
37. Format tables
38. Format title page
39. Formate two-page reports
40. Perform typed insertions
41. Type tables
42. Type title page
43. Type two-page 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