Anoka Technical College

ADSC 1010: Keyboarding I

A. COURSE DESCRIPTION

Credits: 3
Lecture Hours/Week: 3
Lab Hours/Week: 0
OJT Hours/Week: *.*

Prerequisites:
This course requires the following prerequisite
   ADSC 1003 - Introduction to Keyboarding and Speedbuilding
Corequisites: None
MnTC Goals: None

Keyboarding I covers touch-typing skills and introduces basic word processing skills. The primary focus of this class is on increasing keyboarding speed and accuracy. Formatting techniques for business documents including letters, memos, tables, and reports and proofreading techniques are introduced.
(Prerequisites: ADSC 1003) (3 credits lecture/0 credits lab)

B. COURSE EFFECTIVE DATES: 05/20/1998 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Proper keyboarding techniques
2. Keyboarding speed and accuracy
3. Formatting of letters, memos, emails, reports, and tables
4. Proofreading skills

D. LEARNING OUTCOMES (General)

1. Use proper keyboarding hand positions.
2. Maintain good posture while keyboarding.
3. Develop and improve keyboarding stamina, speed, and accuracy.
4. Follow a prescriptive drill and practice schedule.
5. Self-evaluate progress in order to meet lesson objectives.
6. Produce letters, memos, emails, reports, and tables using correct formatting techniques.
7. Apply proofreading skills to correct keystroke as well as formatting errors.
8. Demonstrate professionalism in all course email, discussion board, and classroom communications.

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted