

# Anoka Technical College

## ADSC 1025: Keyboarding Skillbuilding

### A. COURSE DESCRIPTION

Credits: 2

Lecture Hours/Week: 2

Lab Hours/Week: 0

OJT Hours/Week: \*.\*

Prerequisites:

This course requires the following prerequisite

ADSC 1010 - Keyboarding I

Corequisites: None

MnTC Goals: None

Keyboarding Skillbuilding is an advanced keyboarding course designed to increase keyboarding speed and accuracy to employment levels of 45+ net words per minute (nwpm). (Prerequisites: ADSC1010 or equivalent keyboarding speed of 35 nwpm proven by testout with the instructor)(2 credits lecture/0 credits lab)

**B. COURSE EFFECTIVE DATES:** 05/26/2015 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

1. Proper keyboarding techniques
2. Keyboarding speed and accuracy practice
3. Diagnostic drills and practice

### 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. Demonstrate time management skills.
5. Show the ability to follow a prescriptive drill and a practice schedule.
6. Practice keyboarding skills from straight-copy and dictated material.
7. Demonstrate professionalism in all course e-mail, and discussion board 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