Anoka Technical College

ADSC 1003: Introduction to Keyboarding and Speedbuilding

A. COURSE DESCRIPTION
   Credits: 2
   Lecture Hours/Week: 2
   Lab Hours/Week: 0
   OJT Hours/Week: *.*
   Prerequisites: None
   Corequisites: None
   MnTC Goals: None
   This class emphasized fundamental keyboarding skills as well as technique. Touch keyboarding is introduced and/or reviewed covering both alphabetic and figure keys. Speed and accuracy development is stressed and daily practice is expected. (Prerequisites: None)(2 credits lecture/0 credits lab)

B. COURSE EFFECTIVE DATES: 05/31/2016 - Present

C. OUTLINE OF MAJOR CONTENT AREAS
   1. Touch keyboarding technique
   2. Keyboarding speed and accuracy skill

D. LEARNING OUTCOMES (General)
   1. Operate alphabetic and figure keys by touch.
   2. Perform keyboarding stroking with accuracy.
   3. Develop keyboarding speed.
   4. Exhibit diligence in regular practice sessions.

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies
   None

F. LEARNER OUTCOMES ASSESSMENT
   As noted on course syllabus

G. SPECIAL INFORMATION
   None noted