SECTION HEADING

ADSA 1100: College Keyboarding I

Description

College Keyboarding I covers basic skill development and the use of word processing software to produce various personal and business correspondence including letters, envelopes and labels, memos, reports, tables, and employment documents. Focus will also be placed on the development of touch control keyboarding technique, accuracy, speed, and proofreading skills.

Credits

3

Prerequisite

None

Corequisite

None

Topics to be Covered

1. Touch control keyboarding (alphabetic, numeric, symbol keys)

2. Keyboarding position and technique

3. Keyboarding speed and accuracy

4. Proofreaders' marks/Proofreading skills

5. Formatting letters, envelopes and labels, memos, reports, tables, and employment documents

Learning Outcomes

1. Examine and demonstrate proper keyboarding position and technique

2. Utilize proper keyboarding position and technique to develop and improve keyboarding speed and accuracy

3. Build keyboarding speed

4. Identify and apply standard proofreaders' marks

5. Apply proofreading skills to increase accuracy

6. Demonstrate the application of basic formatting requirements to produce personal and business correspondence

Credit Details

Lecture: 2

Lab: 1

OJT: 0

MnTC Goal Area(s): None