Minnesota State
Community and Technical College

ADMS1100 - Keyboarding I

Credits:	3 (1/2/0)
Description:	In this course, the alphanumeric, symbol and punctuation keys are reviewed, emphasizing the touch method. Computer keyboarding fundamentals and techniques are taught, including basic formatting, proofreading skills, straight-copy skill development and correct computer keyboarding posture and technique.
Prerequisites:	• Placement by assessment OR • permission of instructor
Corequisites:	
Pre/Corequisites*:	
Competencies:	1. Develop the touch method for keying alphanumeric, symbol and punctuation skills. 2. Format business and personal documents to industry specifications. 3. Produce business and personal documents to industry standards and specifications. 4. Modify text utilizing features of current software applications including font size, style and effects. 5. Produce documents using proper formatting for enumerations, outlines, tables, interoffice documents and multi-page reports. 6. Create documents applying proper formatting for ruled, boxed and open tables to business standards. 7. Demonstrate proper usage of spell check, thesaurus and word division rules. 8. Utilize page numbering features and reference materials used in business documents. 9. Demonstrate understanding and knowledge of print attributes, printer maintenance and other related printer aspects. 10. Produce specialized documents, financial statements, business meeting documents and form letters to industry standards. 11. Format and produce unbound, leftbound and multi-page reports in Modern Language Association (MLA) and American Psychological Association (APA) styles.
MnTC goal areas:	None

*Can be taking as a Prerequisite or Corequisite.