

## 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:	<ul style="list-style-type: none"> <li>• Placement by assessment</li> </ul> OR <ul style="list-style-type: none"> <li>• permission of instructor</li> </ul>
Corequisites:	
Pre/Corequisites*:	
Competencies:	<ol style="list-style-type: none"> <li>1. Develop the touch method for keying alphanumeric, symbol and punctuation skills.</li> <li>2. Format business and personal documents to industry specifications.</li> <li>3. Produce business and personal documents to industry standards and specifications.</li> <li>4. Modify text utilizing features of current software applications including font size, style and effects.</li> <li>5. Produce documents using proper formatting for enumerations, outlines, tables, interoffice documents and multi-page reports.</li> <li>6. Create documents applying proper formatting for ruled, boxed and open tables to business standards.</li> <li>7. Demonstrate proper usage of spell check, thesaurus and word division rules.</li> <li>8. Utilize page numbering features and reference materials used in business documents.</li> <li>9. Demonstrate understanding and knowledge of print attributes, printer maintenance and other related printer aspects.</li> <li>10. Produce specialized documents, financial statements, business meeting documents and form letters to industry standards.</li> <li>11. Format and produce unbound, leftbound and multi-page reports in Modern Language Association (MLA) and American Psychological Association (APA) styles.</li> </ol>
MnTC goal areas:	None

\*Can be taking as a Prerequisite or Corequisite.