# ADMS1100 - Keyboarding I

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| 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<br>OR<br>• permission of instructor |
| Corequisites: | |
| Pre/Corequisites*: | |
| Competencies: | 1. Develop the touch method for keying alphanumeric, symbol and punctuation skills.<br>2. Format business and personal documents to industry specifications.<br>3. Produce business and personal documents to industry standards and specifications.<br>4. Modify text utilizing features of current software applications including font size, style and effects.<br>5. Produce documents using proper formatting for enumerations, outlines, tables, interoffice documents and multi-page reports.<br>6. Create documents applying proper formatting for ruled, boxed and open tables to business standards.<br>7. Demonstrate proper usage of spell check, thesaurus and word division rules.<br>8. Utilize page numbering features and reference materials used in business documents.<br>9. Demonstrate understanding and knowledge of print attributes, printer maintenance and other related printer aspects.<br>10. Produce specialized documents, financial statements, business meeting documents and form letters to industry standards.<br>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.*

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