

Basic Keyboarding

Credits:	1 (0/1/0)
Description:	This course introduces and develops basic computer keyboarding techniques and skills. Emphasis is on learning the touch-method of keying the alphabetic, numeric, symbol and punctuation keys and using proper keyboarding technique to develop speed and accuracy.
Prerequisites:	Placement into keyboarding courses will be by instructor assessment.
Corequisites:	None
Competencies:	<ol style="list-style-type: none">1. Exhibit responsibility and professionalism by completing and submitting all assignments on time.2. Demonstrate the touch method for alphabetic, numeric, symbol and punctuation keys on the keyboard.3. Develop keystroking accuracy and speed using proper keyboarding techniques.
MnTC goal areas:	None