Dakota County Technical College

ADTC 1000: Basic Keyboarding

A. COURSE DESCRIPTION

Credits: 1

Lecture Hours/Week: *.*

Lab Hours/Week: 1

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course is an introduction to basic keyboarding with emphasis on developing touch typing skills.

B. COURSE EFFECTIVE DATES: 05/21/2014 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

D. LEARNING OUTCOMES (General)

1. Basic keyboard functions
2. apply spacing rules
3. calculate keyboarding errors
4. determine keyboarding speed
5. develop straight-copy keyboarding skill
6. keyboard 35 wpm with 5 or fewer errors
7. keyboard short paragraphs
8. operate alpha keys
9. operate numeric keys
10. operate service keys
11. operate symbol keys
12. use touch typing method

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted