

Course discipline/number/title: AOP 1020: Keyboarding I

- A. CATALOG DESCRIPTION
1. Credits: 1
  2. Hours/Week: 1
  3. Prerequisites (Course discipline/number): None
  4. Other requirements: None
  5. MnTC Goals (if any): NA
- B. COURSE DESCRIPTION: This course is designed to provide the student with the basic skills necessary to input and retrieve data from the computer through the use of the keyboard. Students will be taught the touch - type method of alphabetic (and numeric) keyboarding with great emphasis placed on accuracy. This course is designed for students who have no or minimal keyboarding skills. The pace of the course is individualized to the student's skills and abilities. College-level reading and writing skills are recommended.
- C. DATE LAST REVISED (Month, year): November, 2020
- D. OUTLINE OF MAJOR CONTENT AREAS:
1. Position/techniques while keyboarding
  2. Touch-type while keying
  3. Correct keystrokes for letters, numbers, and special symbols
  4. Increase keyboarding speed and accuracy
- E. LEARNING OUTCOMES (GENERAL): The student will be able to:
1. Use correct posture/techniques while keyboarding.
  2. Locate each key on the keyboard by touch and with the correct finger.
  3. Improve keyboarding speed and accuracy.
- F. LEARNING OUTCOMES (MNTC): NA
- G. METHODS FOR EVALUATION OF STUDENT LEARNING: Methods may include but are not limited to:
1. Instructor-determined examinations
  2. Prescribed lessons
  3. Timed writings
- H. RCTC CORE OUTCOME(S): This course contributes to meeting the following RCTC Core Outcome(s): Communication. Students will communicate appropriately for their respective audiences.
- I. SPECIAL INFORMATION (if any): None