

# North Hennepin Community College

## CIS 1000: Electronic Keyboarding Communications

### A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: \*.\*

Lab Hours/Week: \*.\*

OJT Hours/Week: \*.\*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This is an introductory course to develop mastery of the computer keyboard. Students will learn to type the alphabet, number, and symbol key by touch. Emphasis is on the mastery and the development of speed and accuracy sufficient to make the computer a communication tool. Simple tables, memos, business letters, and reports are covered. Most current version of Word will be used.

**B. COURSE EFFECTIVE DATES:** 08/26/1997 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

1. This introductory course covers the following skills and concepts:
  - \*Students will learn to key by touch the alphabet, numbers, symbols, and punctuation keys on the keyboard.
  - \*Students will learn and use universal proofreaders marks used in word processing.
  - \*Students will learn number expression rules.
  - \*Students will format and edit basic business documents such as memorandums, letters, tables, and reports.
  - \*Students will learn editing rules for basic business documents such as memorandums, letters, tables, and reports.
  - \*Students will learn speed and accuracy of electronic keyboarding.

### D. LEARNING OUTCOMES (General)

1. Demonstrate the correct touch keyboarding for the alphabet, numbers, and symbols. (NHCC ELOs 1, 2)
2. Demonstrate effective written, verbal and nonverbal communications skills in business situations. (NHCC ELOs 1, 2, 3)
3. Demonstrate productive speed and accuracy when keying documents. (NHCC ELOs 1, 2, 3)
4. Apply proofreader's marks while editing documents for correct punctuation and language arts. (NHCC ELOs 1, 2, 3)
5. format the following simple documents: memorandums, business letters, tables, and reports. (NHCC ELO 2)

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

None

### F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

## **G. SPECIAL INFORMATION**

1. Knowledge of Human Cultures and the Physical and Natural World--Through study in the sciences, mathematics, social sciences, humanities, histories, languages, the arts, technology and professions.
2. Intellectual and Practical Skills--Including: Inquiry and analysis; Critical and creative thinking; Written and oral communication; Quantitative literacy; Information literacy; Teamwork and problem solving.
3. Personal and Social Responsibility and Engagement--Including: Civic knowledge and involvement--campus, local and global; Intercultural knowledge and competence; Ethical reasoning and action; Foundations and skills for lifelong learning.