## MOHAWK VALLEY COMMUNITY COLLEGE

**UTICA AND ROME, NEW YORK**

**COURSE OUTLINE**

#### **AA107 Keyboarding—Personal C-0, P-2, Cr-1**

**Course Description:**

This course develops touch control of the computer keyboard, proper techniques, and building speed and accuracy. Not for Administrative Assistant majors.

#### Prerequisite: None

**Student Learning Outcomes:**

Upon completion of this course, the student should be able to:

1. Demonstrate ability to use basic computer skills including opening, closing, starting, and exiting software.
2. Demonstrate ability to save and print files.
3. Demonstrate ability to touch type without looking at the keyboard.
4. Demonstrate the ability to proofread typed materials.
5. Demonstrate the ability to touch type a minimum of 30 words per minute for two minutes, with two or fewer errors.

**Major Topics:**

* Placement of fingers on the keyboard
* Touch type
* File Management
* Proper techniques