## MOHAWK VALLEY COMMUNITY COLLEGE

**UTICA AND ROME, NEW YORK**

**COURSE OUTLINE**

**AA 111 Keyboarding Basic C-1, P-4, Cr-3**

**Course Description:**

This course introduces proper computer keyboarding techniques, builds speed and accuracy, and provides practice in formatting personal and business documents.

Prerequisite: None

**Student Learning Outcomes:**

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

1. Demonstrate touch control of the keyboard.

2. Use word processing software.

3. Create reports, letters, tables, and memorandums.

1. Produce five-minute timed writing at a minimum speed of 30 words per minute with three or fewer errors.

5. Demonstrate the ability to proofread keyboarded material and correct errors.

**Major Topics:**

* Introduction to Computer
* Keyboarding--the Alphabet
* Keyboarding--the Numbers
* Keyboarding--the Symbols
* Email and Word Processing
* Reports
* Correspondence
* Tables
* Employment Documents
* Skill Refinement, Review