Course Outline for: CIM 1000 Keyboarding and Essential Computer Skills

A. Course Description
1. Number of credits: 3
2. Lecture hours per week: 3;
   Lab hours per week: None
3. Prerequisites: None
4. Co-requisites: None
5. MnTC Goals: None

This is a course to develop mastery of computer keyboarding, essential computer skills, and introductory word processing. Computer keyboarding includes keying by touch no less than 30 words a minute with emphasis on proofreading and accuracy. Essential computer skills includes file management, creating and editing documents and Normandale's learning management system (D2L). Students will apply their skills to create emails, memos, letters, and multiple page documents in a Windows environment. This course is recommended as a first-year course so that skills and knowledge can be applied to other Normandale courses.

B. Date last revised: February, 2020

C. Outline of Major Content Areas
Apply touch method keyboarding and correct body mechanics when keying
Apply essential computer skills to maintain files and operate a personal computer efficiently
Apply introductory word processing skills to create and complete documents
Apply proofreading skills in order to produce error-free documents

D. Course Learning Outcomes
Upon successful completion of the course, the student will be able to:
1. Input alphabetic, numeric, and symbol data using the touch method on a computer keyboard while maintaining correct body mechanics.
2. Keyboard an average of at least 30 words per minute on two 3-minute timed-writings without looking at the keyboard and with no more than 2 errors per minute.
3. Demonstrate ability to proofread by recognizing and correcting all errors on documents.
4. Complete essential computer tasks efficiently on a personal computer.
5. Integrate word processing application skills to create and complete documents.

E. Methods for Assessing Student Learning
1. Observation when keyboarding of correct body mechanics and techniques.
2. Complete timed-writings to determine speed and accuracy.
3. Complete multiple documents weekly.
4. Complete error free production exams on documents.
5. Complete essential computer tasks on a personal computer.

F. Special Information
Success in this course is more likely if the student has good reading, thinking, and study skills. Students need easy access to a computer outside of the classroom. Sections of this course may be offered using alternative delivery format such as distance delivery.

Students are welcome to use the Computer Labs. Normandale Computer Labs.