



SYLLABUS

CATALOG DESCRIPTION

This course enables the student to learn and/or reinforce keyboarding skills using the computer and to work toward accuracy and speed. The course also introduces fundamental word processing functions by formatting and editing basic business documents, i.e., letters, memos, and reports.

Prerequisites: None

Semester Offered: Fall, Spring, and Summer

Common Student Learning Outcomes

Upon successful completion of San Juan College programs and degrees, the student will demonstrate competency in...

BROAD AND SPECIALIZED LEARNING

Students will actively and independently acquire, apply, and adapt skills and knowledge with an awareness of global contexts.

CRITICAL THINKING

Students will think analytically and creatively to explore ideas, make connections, draw conclusions and solve problems.

CULTURAL AND CIVIC ENGAGEMENT

Students will act purposefully, reflectively, and ethically in diverse and complex environments.

EFFECTIVE COMMUNICATION

Students will exchange ideas and information with clarity in multiple contexts.

INFORMATION LITERACY

Students will be able to recognize when information is needed and have the ability to locate, evaluate, and use it effectively.

INTEGRATING TECHNOLOGIES

Students will demonstrate fluency in the application and use of technologies in multiple contexts.

Student work from this class may be randomly selected and used anonymously for assessment of course, program, and/or institutional learning outcomes. For more information, please refer to the Dean of the appropriate School.

Course Learning Outcomes

Upon successful completion of the course, the student will be able to...

GENERAL LEARNING CONTENT:

1. To teach mastery of letter, figure, and symbol on the alphanumeric keyboard.
2. To present personal and business correspondence, reports and letters.
3. To introduce keyboarding skills to build speed and accuracy through daily assignments, timed writings, objective and performance assessment tests.

EXPECTED LEARNING OUTCOMES:

1. Demonstrate keyboarding mastery through objective and performance assessment tests.

2. Use the basic functions of the current word processing software to complete assignments and tests.
3. Perform proofreading and keyboarding skills.
4. Illustrate spelling and language skills in assignments and tests.
5. Key personal and business memos, letters, reports, and various other documents.
6. Meet departmental standards for speed and accuracy both on timed writings and objective tests.
Use critical thinking skills to complete all assignments.