



CATALOG DESCRIPTION

This course enables the student to learn basic keyboarding skills. This includes touch-typing skills, basic word processor formatting, and editing documents. This course does not count toward the AOAP Certificate.

Prerequisites: RDNG 096 or have appropriate Reading Accuplacer Score

Semester Offered: Fall and Spring

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:

1. Demonstrate keyboarding mastery of letters, numbers, punctuation, and symbols on the alphanumeric keyboard through daily practice of exercises, drills, objective and performance tests.
2. Demonstrate keyboarding skills to build speed and accuracy through daily assignments, timed writings, and objective and performance assessment tests.
3. Practice correct touch keyboarding techniques and proper posture.
4. Use the basic functions of the current word processing software to complete assignments and tests.

5. Perform spelling, language usage, proofreading and coherent content at the word, sentence, and paragraph levels.