

KEYBOARDING AND COMMUNICATION COURSE OUTLINE

I. Course Description

This course is designed for students who want to know how to use the microcomputer as a word processing tool. Instruction will focus on building efficient keyboarding techniques (accuracy and speed) and the skills needed to use word processing software effectively. Instruction is based on the experience level and needs of the student. We will also spend the second half of the year working with business documents and generating the various forms of business based communication that is such a major component of today's electronic communication.

II. Statement of Course Need

With the proliferation of new software packages which are constantly being integrated into our classrooms and instructional methods, the need for a basic keyboarding course for all students is rapidly becoming a necessity. This course provides basic keyboarding proficiency on the alpha-numeric and function keyboard. Additionally, this course will help prepare the student for communicating in a professional manner in the workplace, regardless of their chosen profession.

III. Student Learning Outcomes At the completion of this course, the student will be able to:

1. Demonstrate knowledge of fundamentals of the operation of the microcomputer
2. Develop proficiency in the use of the alpha-numeric keyboard
3. Key from straight-copy material using the "touch" **keyboarding** method
4. Create, edit, save, retrieve, and print simple documents
5. Communicate effectively, via writing and speaking clearly.
6. Retrieve and organize information from different sources, such as class lectures, the text, electronic media, and the Internet.
7. Utilize the electronic media to create and properly format professional communication

V. Course content

The first semester will primarily deal with the introduction to the computer, alpha-numeric keys, composition at the keyboard, simple document creation and revision procedures. We will continue our exploration in the second semester with the creation of professional methods of communication and the creation of those documents to support that communication.

VI. Methods of Student Evaluation

1. The quantity and quality of class and Microtype lab assignments.
2. Keystroke speed and accuracy rate per minute as measured in accordance with a sliding scale that increases as the year progresses.

VIII. Required Materials

Classroom Text of Keyboarding & Information Processing, South-Western Educational Publishing, Robinson, Hoggatt, Shank, Beaumont, Crawford, & Erickson.

Students must have their Computer / Network sticker in their agendas in order to participate in class.