

SYLLABUS

COURSE NUMBER: AOAP 123

COURSE TITLE: KEYBOARDING I

NUMBER OF CREDITS: 3

CATALOG DESCRIPTION: Keyboarding for everyone to develop speed and accuracy using the computer and current software. Emphasis on special function keys, creating, saving, retrieving, naming documents, and basic business formatting to include letters, memos, and reports.

SEMESTER OFFERED: Fall, Spring, and Summer

COMMON STUDENT LEARNING OUTCOMES OF SAN JUAN COLLEGE:

Learn: Students will actively and independently acquire, apply and adapt skills and knowledge to develop expertise and a broader understanding of the world as lifelong learners.

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

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

Integrate: Students will demonstrate proficiency in the use of technologies in the broadest sense related to their field of study.

Act: Students will act purposefully, reflectively, and respectfully in diverse and complex environments.

LEARNING OBJECTIVES:

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.

LEARNING OUTCOMES:

Upon completion of the course, the students will be able to:

- 1. Demonstrate keyboarding mastery through objective and performance assessment tests. (L, T, I, A)**
- 2. Use the basic functions of the current word processing software to complete assignments and tests. (L, T, I, A)**
- 3. Perform proofreading and keyboarding skills. (L, T, I)**
- 4. Illustrate spelling and language skills in assignments and tests. (L, T, I)**
- 5. Key personal and business memos, letters, reports, and various other documents. (L, T, I, A)**
- 6. Meet departmental standards for speed and accuracy both on timed writings and objective tests. (L, T, I, A)**
- 7. Use critical thinking skills to complete all assignments. (L, T, C, I, A)**

This syllabus developed by Patty Goff

Date: January 5, 2009