

ILLINOIS VALLEY COMMUNITY COLLEGE



COURSE OUTLINE

DIVISION: Workforce Development

COURSE: CSP 1230, Computer Keyboarding Applications

Date: Spring 2015

Credit Hours: 2

Prerequisite(s): none

Delivery Method: Lecture .5 Contact Hours (1 contact = 1 credit hour)
 Seminar 0 Contact Hours (1 contact = 1 credit hour)
 Lab 3 Contact Hours (2 contact = 1 credit hour)
 Clinical 0 Contact Hours (3 contact = 1 credit hour)
 Online
 Blended

Offered: Fall Spring Summer

IAI Equivalent – **Only for Transfer Courses**–go to <http://www.itransfer.org>:

CATALOG DESCRIPTION:

This course is designed to introduce, develop and build basic skills in keyboarding using the touch method. Learning keyboarding technique, and developing speed and accuracy are the major goals. Topics include basic letter styles, reports, and tables. The following grading scale is used for speed for 3-minute timings on straight copy: A=40 wpm; B=36-39 wpm; C=32-35 wpm.

GENERAL EDUCATION GOALS ADDRESSED

[See the last page of this form for more information.]

Upon completion of the course, the student will be able:

[Choose those goals that apply to this course.]

- To apply analytical and problem solving skills to personal, social and professional issues and situations.
- To communicate orally and in writing, socially and interpersonally.
- To develop an awareness of the contributions made to civilization by the diverse cultures of the world.
- To understand and use contemporary technology effectively and to understand its impact on the individual and society.
- To work and study effectively both individually and in collaboration with others.
- To understand what it means to act ethically and responsibly as an individual in one's career and as a member of society.
- To develop and maintain a healthy lifestyle physically, mentally, and spiritually.
- To appreciate the ongoing values of learning, self-improvement, and career planning.

EXPECTED LEARNING OUTCOMES AND RELATED COMPETENCIES:

[Outcomes related to course specific goals.]

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

1. Develop basic computer and word processing skills, including file management
2. Keyboard straight copy material with speed and accuracy
3. Develop proofreading skills
4. Format business letters
5. Format business envelope
6. Format business memo
7. Format business email
8. Format reports
9. Format tables

Outcome 1 – Upon successful completion of the course, the student will develop basic computer skills and word processing skills, including file management.

Competency 1.1 – The student will be able to use keyboard, mouse, monitor, and operating system effectively.

Competency 1.2 – Students will be able to create an account, access and navigate the required software.

Competency 1.3 – Students will be able to open, save, and modify files in a specific location when using a word-processing software.

Competency 1.4 – The student will be able to navigate the ribbon including tabs, groups and commands.

Competency 1.5 – The student will be able to identify the insertion point and use word-wrap.

Competency 1.6 – The student will be able to use the status bar, scroll bar, slider and zoom.

Competency 1.7 – The student will be able to select text using the mouse and control key.

Competency 1.8 – The student will be able to change the font, font size and color.

Competency 1.9 – The student will be able to apply bold, italics, underline and highlighting.

Competency 1.10 – The student will be able to use the print command.

Competency 1.11 – The student will be able to create a new document.

Competency 1.12 -- The student will be able to increase and decrease paragraph indents.

Competency 1.13 – The student will be able to show paragraph marks and other hidden formatting symbols.

Competency 1.14 – The student will be able to adjust the line spacing.

Competency 1.15 – The student will be able to use cut, copy, paste commands and the mini toolbar.

Competency 1.16 – The student will be able to copy formatting changes.

Competency 1.17 – The student will be able to change page orientation, vertical page alignment and margins.

Outcome 2 – Upon successful completion of the course, the student will be able to keyboard straight copy material with speed and accuracy.

Competency 2.1 – The student will be able to type by touch the letter, number, and symbol keys.

Competency 2.2 – Students will be able to demonstrate proper typing technique.

Competency 2.3 -- The student will be able to keyboard a three-minute straight copy timed writing with a minimum speed of 37-40 words per minute.

Competency 2.4 – The student will be able to keyboard three-minute straight copy timed writing with three errors or less.

Outcome 3 – Upon successful completion of the course, the student will be able to develop proofreading skills.

Competency 3.1 – The student will be able to demonstrate acceptable proofreading skills, including using proofreader's marks correctly.

Competency 3.2 – The student will be able to demonstrate acceptable language art skills in punctuation and grammar.

Competency 3.3 – The student will be able to demonstrate acceptable spelling skills.

Competency 3.4 -- The student will be able to use an autocorrect feature.

Competency 3.5 – The student will be able to use a spelling and grammar check feature.

Competency 3.6 – The student will be able to use a digital thesaurus.

Competency 3.7 – The student will be able to use a word processing help function.

Outcome 5 – Upon successful completion of the course, the student will be able to format business letters.

Competency 5.1 – The student will be able to demonstrate the proper use of a business letter.

Competency 5.2 – The student will be able to properly format date, inside address, salutation, body, complimentary close, signature, and reference initials using plain paper and letterhead stationery.

Competency 5.3 – The student will be able to apply mixed punctuation.

Competency 5.4 – The student will be able to apply an enclosure notation.

Competency 5.5 – The student will be able to apply a copy notation.

Outcome 6 – Upon successful completion of the course, the student will be able to format business envelopes.

Competency 6.1 – The student will be able to prepare an envelope with correct placement of delivery address and return address.

Competency 6.2 – The student will be able to properly fold a letter and insert into an envelope.

Competency 6.3 – The student will be able to select appropriate settings to create and print a full sheet or a single label.

Outcome 7 – Upon successful completion of the course, the student will be able to format business memos.

Competency 7.1 – The student will be able to demonstrate the proper use of a business memo.

Competency 7.2 – The student will be able to properly align memo headings: TO:, FROM:, DATE:, and SUBJECT:.

Competency 7.3 – The student will be able to format the memo using plain paper and letterhead stationery.

Competency 7.4 – The student will understand when to apply reference initials and attachment notation.

Outcome 8 – Upon successful completion of the course, the student will be able to format emails.

Competency 8.1 – The student will be able demonstrate proper use of email in a business environment.

Competency 8.2 – The student will be able properly format an email.

Competency 8.3 – The student will be able to communicate using the To:, CC:, or BCC: field.

Competency 8.3 – The student will be able to communicate using the reply, reply to all and forward features.

Competency 8.4 – The student will be able to attach file(s) to an email.

Outcome 9 – Upon successful completion of the course, the student will be able to format reports.

Competency 9.1 – The student will be able to format a business report with a title, subtitle, byline, date, body, side headings, paragraph headings and lists.

Competency 9.2 – The student will be able to use the center command.

Competency 9.3 – The student will be able to use the number and bulleted list command.

Competency 9.4 – The student will be able to change the font size.

Competency 9.5 – The student will be able to insert headers and footers in multi-page reports.

Competency 9.6 – The student will be able to adjust line spacing.

Outcome 10 – Upon successful completion of the course, the student will be able to format tables.

Competency 10.1 – The student will describe the basic parts of a table.

Competency 10.2 – The student will be able to create a boxed and open table in a document which includes column headings.

Competency 10.3 – The student will be able to apply the auto-fit content feature.

Competency 10.4 – The student will be able to merge cells and apply borders.

Competency 10.5 – The student will be able to align text.

Competency 10.6 – The student will be able to center a table on the page horizontally and vertically.

COURSE TOPICS AND CONTENT REQUIREMENTS:

1. Touch typing method using proper technique
2. Alphanumeric and numeric keys
3. Skill-building to increase speed and minimize errors.
4. Word processing software
5. Business correspondence letters, memos, email
6. Business and academic reports
7. Tables in various business correspondence
8. Employment documents

INSTRUCTIONAL METHODS:

Lecture

Handouts

Computer demonstration

Videos

Lab Assignments

Tutorials

INSTRUCTIONAL MATERIALS:

Gregg College Keyboarding and Document Processing 11th Edition, Lesson 1-60, Kit 1.
Ober, Scot; Johnson, Jack; Zimmerly, Arlene. ISBN 978-0-07-782463-1

Computer with projection device
Word processor
PowerPoint presentations
Flash Drive, 2MB

STUDENT REQUIREMENTS AND METHODS OF EVALUATION:

By course end the student will be able to key 37-40 words per minutes with three or less errors.

A	40 wpm
B	32
C	28
D	24
F	23

Grading Criteria: 10% - typing technique
25% - document processing and skill building exercise
25% - timed writings
40% - tests and quizzes

OTHER REFERENCES

N.A.

Course Competency/Assessment Methods Matrix

CSP 1230: Computer Keyboarding Applications		Assessment Options																															
For each competency/outcome place an "X" below the method of assessment to be used.	Assessment of Student Learning	Article Review	Case Studies	Group Projects	Lab Work	Oral Presentations	Pre-Post Tests	Quizzes	Written Exams	Artifact Self Reflection of Growth	Capstone Projects	Comprehensive Written Exit Exam	Course Embedded Questions	Multi-Media Projects	Observation	Writing Samples	Portfolio Evaluation	Real World Projects	Reflective Journals	Applied Application (skills) Test	Oral Exit Interviews	Accreditation Reviews/Reports	Advisory Council Feedback	Employer Surveys	Graduate Surveys	Internship/Practicum /Site Supervisor Evaluation	Licensing Exam	In Class Feedback	Simulation	Interview	Written Report	Assignment	
	Direct/ Indirect	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	I	I	I	I	D	D							
Develop basic computer and word processing skills, including file management					X			X																									X
Keyboard straight copy material with speed and accuracy using proper keyboarding technique					X			X							X																		X
Develop proofreading skills					X			X			X																						X
Format business letters					X			X			X																						X
Format business envelope					X			X			X																						X
Format business memo					X			X			X																						X
Format business email					X			X			X																						X
Format reports					X			X			X																						X
Format tables					X			X			X																						X