CREDIT HOURS: 3.00

CONTACT HOURS: 45.00

COURSE DESCRIPTION:
This course is designed to enable the student to learn basic keyboarding and computer literacy skills on microcomputers, using a word processing software package. This course will enable the student to keyboard a variety of data when using a computer. A minimum of three hours of lab per week and a lab fee required.

PREREQUISITES: NONE

EXPECTED COMPETENCIES:
Upon successful completion of this course, the student will:

1. Key the alphabetic and numeric keys by “touch” with good typing techniques with 95% accuracy.
2. Set margins, tabs, line spacing, center text horizontally and vertically with 95% accuracy.
3. Create simple documents in basic word processing software (MS Word 2007).
4. Key 30 wpm (words per minute) with good accuracy and speed
5. Apply proofreaders’ marks and revise text.
6. Understand software and hardware components.

ASSESSMENT METHODS:
Student performance may be assessed by examination, quizzes, case studies, oral conversation, group discussion, oral presentations. The instructor reserves the option to employ one or more of these assessment methods during the course.

GRADING SCALE:
90%-100% = A
80%-89.9% = B
70%-79.9% = C
60%-69.9% = D
<60% = E