Class: Computer Concepts

Teacher: Mr. Gunderson

**Keys to Success**

* **Be prompt** – If you are not early, you’re late.  School policies will be enforced for being late to class. If you come in the room late, do not disrupt the class.  Attendance is crucial for success in this class.
* **Be prepared**– You will need a pencil (mechanicals are fine), notebook, folder, and textbook everyday unless you are told otherwise.  Go to the bathroom during passing time.  Don’t be that person who is always asking to go to the locker, bathroom, drinking fountain, etc.
* **Be productive**– Use your time wisely.  If you don’t like homework, be productive!
* **Be polite**– Please be respectful of other students, staff, and school property.  Please keep all cell phones, headphones, and other electronic devices turned off until instructed. Water (only) is allowed.  Please keep the room picked up and garbage put in its place.

**Classroom Topics:**

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.

**Grading Scale**

* A = 90% +
* B = 80% - 89%
* C = 70% - 79%
* D = 60% - 69%
* F = 59% or less

**Assignments**

* All assignments will have the opportunity to be done in class. I understand high school is extremely busy for students. During our classes we will go over what is expected of you during that day and then you will be able to work the rest of the time. I DO NOT like to give homework so use your time in class to compete the work given.

**GENERAL EDUCATION GOALS ADDRESSED**

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

* + To communicate orally and in writing, socially and interpersonally.
  + To understand and use contemporary technology effectively and to understand its impact on the individual and society.
  + To appreciate the ongoing values of learning, self-improvement, and career planning.

**EXPECTED LEARNING OUTCOMES AND RELATED COMPETENCIES:**

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. Curriculum Committee – Course Outline Form Revised 02/2/10 Page 3 of 7

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. Curriculum Committee – Course Outline Form Revised 02/2/10 Page 4 of 7

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 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 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. Curriculum Committee – Course Outline Form Revised 02/2/10 Page 5 of 7

**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 multipage 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
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 Curriculum Committee – Course Outline Form Revised 02/2/10 Page 6 of 7 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