

**AUSTIN COMMUNITY COLLEGE
CONTINUING EDUCATION**

**Keyboarding, Computer and Word Processing Skills for Kids
(20 hours)**

ITSX 3006

COURSE SYLLABUS

Course Description: Hands-on training for kids who have no or little computer experience. This course will help them to gain confidence and firm foundation in using computers. Topics include basic keyboarding skills, basic file management, and navigation in Windows environment; programs such as Notepad, WordPad, Paint, and Calculator as well as basics of accessing and navigating on the Internet and fundamentals of Internet safety. Course covers creating, editing, and printing text documents such as flyers and invitations, school papers, letters, essays. The course includes spell checking, copying, and pasting, formatting text, and inserting pictures. **Prerequisites:** Approval of the coordinator required.

Objectives: Every student will be able to:

- Name the components of a computer system
- Define basic computer terms
- Use home keys, space bar, Enter/Return key, and booster keys
- Use the Typing Tutors
- Identify parts of the Windows screen
- Move, resize, and organize windows
- Create, save, move, and delete folders and files
- Use Windows Explorer
- Use Windows Accessories (Notepad, WordPad, Paint, Calculator, etc.)
- Start and exit MS Word application
- Identify parts of the screen
- Open and close a document
- Navigate in a document
- Create, edit, save and print a document
- Select a word, line, sentence, paragraph, part of text, all text
- Copy, cut, and paste text
- Format text, paragraph, page
- Insert graphics
- Use the spell checker, grammar checker and Thesaurus
- Discuss what the Internet is
- Follow safety and security rules when accessing various website
- Browse the Web
- Perform basic searches using Internet search tools

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Rationale: Use of personal computers has become a standard requirement in the academic and business world. A basic knowledge of computers and efficient keyboarding is critical to success. This course will also enable students to use word processing application. The Internet is increasingly used in all the schools, businesses, and organizations. This course will enable students to understand and use the Internet efficiently and safely at home and work.

Required Material: Pencil, notebook

Type of Course: Short Course

Evaluation: Students will be evaluated on their competency in performing a variety of hands-on exercises created to insure the student has achieved all course objectives throughout the course, and class participation. In order to grant CEU credit for a course the students must be able to complete assessment exercises for each part of the course given by the instructor. The instructor will validate each participant's achievement of the course objectives by signing and awarding individual certificates of completion.

Course Outline:

- I. Introduction to the Internet (1 hour)
 - A. Safety on the Net
 - B. Protecting personal information
 - C. Searching for data
 - D. Copying and pasting text and images
 - E. Accessing various websites

- II. Introduction to WordPad & Notepad (1 hour)
 - A. Learn the environment
 - B. Creating basic documents
 - C. Edit, copy and paste

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- III. Introduction to the Paint Program (1 hour)
 - A. Learn the environment
 - B. Create and edit shapes
 - C. Copy and paste
 - D. Saving your art work

- IV. Keyboarding (4 hours)
 - A. Daily practice exercises
 - B. Learn the home row keys and more
 - C. Visit various typing tutors on-line

- V. Introduction to MS Word (8 hours)
 - A. Learn the environment
 - B. Select text using different methods
 - C. Formatting text
 - D. Selecting, editing, coping and pasting text
 - E. Inserting images
 - F. Grouping objects
 - G. Using tables
 - H. Creating flyers, birthday invitation and cool documents

- VI. File Management & Windows (4 hours)
 - A. Create and organize folders and files
 - B. Rename, copy, move and delete folders and files
 - C. Identify computer parts
 - D. Tiling your windows