This course introduces the basic computer keyboard layout and teaches keyboarding concepts using touch techniques and symbol-key reaches. The course assumes that the student has never had formal keyboarding instruction. The student will also learn some basic word processing concepts to make keyboarding quick and easy.

**PREREQUISITES:**

**COREQUISITES:**

**ADVISORIES:**

**ASSIGNED DISCIPLINES:**
- Business
  - Office technologies (secretarial skills, office systems, word processing, computer applications, automated office training)

**MATERIAL FEE:** Yes [ ] No [X] Amount: $0.00

**CREDIT STATUS:** Noncredit [ ] Credit - Degree Applicable [X] Credit - Not Degree Applicable [ ]

**GRADING POLICY:** Pass/No Pass [X] Standard Letter [X] Not Graded [ ] Satisfactory Progress [ ]

**OPEN ENTRY/OPEN EXIT:** Yes [ ] No [X]

**TRANSFER STATUS:** CSU Transferable [X] UC/CSU Transferable [ ] Not Transferable [ ]

**BASIC SKILLS STATUS:** Yes [ ] No [X]

**LEVELS BELOW TRANSFER:** Not Applicable

**CALIFORNIA CLASSIFICATION CODES:** Y - Not Applicable

**NON CREDIT COURSE CATEGORY:** Y - Not applicable, Credit Course

**OCCUPATIONAL (SAM) CODE:** D

**REPEATABLE ACCORDING TO STATE GUIDELINES:** No [X] Yes [ ] NUMBER REPEATS:

**REQUIRED FOR DEGREE OR CERTIFICATE:** No [ ] Yes [X]
- Business Information Worker I(Certificate of Achievement)

**GE AND TRANSFER REQUIREMENTS MET:**

**COURSE LEVEL STUDENT LEARNING OUTCOME(S) Supported by this course:**
1. Comprehend basic computing functions in order to successfully utilize common software applications.
2. Demonstrate mastery of the alphabetic letters (lowercase and capitals), and numbers, and symbol key reaches by "touch"
3. Evaluate skills and overall growth on practice work and timed proficiency tests by proofreading work, measuring speed development, identifying error content, and taking self-tests.
4. Develop a minimum speed of 15+ words per minute with a maximum of three errors on three official 2-minute timed proficiency tests.
5. Incorporate correct keyboarding posture and techniques in daily keyboarding activities.

COURSE OBJECTIVES:
1. Demonstrate mastery of alphabetic letters (lowercase and capitals), numbers, and symbol-key reaches by "touch."
2. Develop a minimum speed of 15+ words per minute with a maximum of three errors on three official 2-minute timed proficiency tests.
3. Evaluate skills and overall growth on practice work and timed proficiency tests by proofreading work, measuring speed development, identifying error content, and taking self-tests.
4. Incorporate correct keyboarding posture and techniques in daily keyboarding activities.
5. Comprehend basic computing functions in order to successfully utilize common software applications.

COURSE CONTENT:

LECTURE CONTENT:
Lab only class

LABORATORY CONTENT:

A. Introduction to Keyboarding by Touch
   1. Computer parts
   2. Posture
   3. Formatting requirements
   4. Set-up procedures
   5. Home row concept

B. Learning to Keyboard
   1. Letter-key (lowercase and capital) reaches
   2. Number-key reaches
   3. Symbol-key reaches

C. Developing and Improving Basic Skills
   1. Letter-key (lowercase and capital) drills and practices
   2. Number-key drills and practices
   3. Symbol-key drills and practices

D. Skill Building/Timed Proficiency Tests
   1. Speed determination
   2. Speed development
   3. Error identification
   4. Accuracy control

E. Basic computing functions
   1. Computer operation
   2. Software application functions
METHODS OF INSTRUCTION:

A. Lab:
B. Tutoring – noncredit:
C. Online:
D. Independent Study:

INSTRUCTIONAL TECHNIQUES:

COURSE ASSIGNMENTS:

Reading Assignments

A. Required Reading such as:
   A. Lessons 1 through 20 of required text
   B. Student Handbook readings as assigned

Out-of-class Assignments

A. Read textbook and student handbook for understanding of concepts prior to performing keyed assignments in class.
B. Practice keying additional textbook material to improve techniques, speed, and/or accuracy control.
C. Review material prior to completing general information testing.

Writing Assignments

A. Students will demonstrate knowledge of letters, numbers, and symbol-key reaches as well as appropriate keyboarding techniques through daily keyboarding assignments.
B. At periodic intervals, students will take practice timed writing tests and "official" timed proficiency tests to demonstrate their keyboarding speed, accuracy control on one-minute and two-minute timed copy.

METHODS OF STUDENT EVALUATION:

Final Exam
Written Assignments
Objective Examinations
Skills Demonstration

Demonstration of Critical Thinking:

A. Determine proper reaching techniques and engage correct fingering positioning as keys are introduced.
B. Read, understand, and apply formatting directions and technical concepts to required keyed assignments. 3. Evaluate keyed copy by identifying errors, verifying format, and then applying methods for correction or improvement.

Required Writing, Problem Solving, Skills Demonstration:

A. Students will demonstrate knowledge of letters, numbers, and symbol-key reaches as well as appropriate keyboarding techniques through daily keyboarding assignments.
B. At periodic intervals, students will take practice timed writing tests and "official" timed proficiency tests to demonstrate their keyboarding speed, accuracy control on one-minute and two-minute timed copy.

TEXTS, READINGS, AND RESOURCES:

TextBooks:

Other:
1. Printer paper
2. USB drives

LIBRARY:
Adequate library resources include:
Comments:

Attachments:
Attached Files