

BUS 0856 - BEGINNING COMPUTER KEYBOARDING

Catalog Description

Formerly known as IT 835

Hours: 36 (27 lecture, 9 laboratory)

Description: Introduces touch typing of alphabetic, numeric, and symbol keys. It covers keyboarding techniques, speed-and-accuracy development, and essential computer-keyboarding information. This course is specifically designed for the beginning typist as well as those who have been typing for a long time using improper technique. Not recommended for students with one year of high school keyboarding. (pass/no pass grading) (noncredit)

Course Student Learning Outcomes

- CSLO #1: Evaluate and correct typing errors using appropriate computer keyboarding skills.
- CSLO #2: Design and produce basic computer keyboarding solutions incorporating best practices.
- CSLO #3: Employ basic computer keyboarding concepts and terminology in professional communication.
- CSLO #4: Demonstrate marketable basic computer keyboarding career skills.

Effective Term

Fall 2020

Course Type

Noncredit

Contact Hours

36

Outside of Class Hours

45

Total Student Learning Hours

81

Course Objectives

Lecture:

1. Describe and explain ergonomic principles required to maintain posture, hand positions, and avoid eyestrain
2. Describe and explain the proper use of alphabetic, numeric, and symbol keys
3. Examine and accurately proofread a document to detect errors and correctly mark the errors for modification
4. Describe and explain how to effectively communicate in email and discussion boards using Netiquette guidelines

Laboratory:

1. Apply ergonomic principles required to maintain posture, hand positions, and avoid eyestrain
2. Demonstrate the proper use of alphabetic, numeric, and symbol keys

3. Type at least 24 words per minute with no more than three errors on a three-minute timed test
4. Examine and accurately proofread a document to detect errors and correctly mark the errors for modification
5. Demonstrate effective communication in email and on discussion boards using Netiquette guidelines.

General Education Information

- Approved College Associate Degree GE Applicability
- CSU GE Applicability (Recommended-requires CSU approval)
- Cal-GETC Applicability (Recommended - Requires External Approval)
- IGETC Applicability (Recommended-requires CSU/UC approval)

Articulation Information

- Not Transferable

Methods of Evaluation

- Classroom Discussions
 - Example: Example: Instructor will discuss the correct and acceptable ways to communicate with other people on the Internet. Netiquette guidelines will be discussed. Students will be asked that when they reply to their discussions assignments to use netiquette guidelines. Instructor will note Netiquette guideline violations and give students feedback and reminders to encourage improvement. Pass/No Pass grading.
- Objective Examinations
 - Example: Example: The instructor will give students an official final objective examination. Pass/No Pass grading. Sample Questions: 1. When touch typing, you type the letter H by using... a) the index finger on the left hand b) the index finger on the right hand c) the middle finger on your left hand 2. What does the shift key do? a) It lets you type capital letters only b) It lets you type symbols only c) It lets you type capital letters and symbols 3. The symbol / below the question mark on the keyboard is called... a) a backward slash b) a forward slash c) a slant
- Skill Demonstrations
 - Example: Example: Demonstration of skill may be evaluated by successful completion of observation/checklist of techniques, proofreading of keyed lessons and timed writings. Pass/No Pass grading.

Repeatable

Yes

Methods of Instruction

- Laboratory
- Lecture/Discussion
- Distance Learning

Lab:

1. Demonstrate the proper use of alphabetic, numeric, and symbol keys Instructor will lecture and demonstrate Home-row placement of hands on the keyboard using proper keyboarding techniques and practice the key combinations of a, s, d, f, j, k, l, .: Students will complete keystroke exercises Lesson 1 by practice typing the home-row keys by touch using proper keyboarding techniques on the following keystroke combinations: a, s, d, f, j, k, l, and .: Completed exercises will be evaluated by taking 2 times a 1-minute timings

striving to type a rate of 10 or more words per minute (WPM) with three or fewer errors. (Lab Objective 2)

Lecture:

1. Instructor will lecture about correct and acceptable ways to communicate with other people on the Internet using Netiquette guidelines. Students will be asked that when they reply to their discussions assignments to use netiquette guidelines. (Lecture Objective 4)

Distance Learning

1. Instructor will send a document through email or post to LMS that is incorrect. Student will proofread the document and submit mark ups and corrected document to instructor. (Objective 3)

Typical Out of Class Assignments

Reading Assignments

1. Students will be assigned reading material about proper keyboarding hand placement and keyboarding techniques. They will then be expected to participate in a class demonstration/practice and discussion by describing and explaining important tips that you need to be sure to keep in mind as you learn to touch type and why. 2. Following the reading and discussion, students will do a written assignment to demonstrate how to effectively communicate an email and discussion boards using Netiquette to show their level of comprehension. Instructor will review for completeness and correctness of content using a rubric.

Writing, Problem Solving or Performance

1. Students will be provided instructions on completing hands-on labs about proper use of alphabetic, numeric, and symbol keys. When completed, students will submit the required documentation to the instructor for grading for completion, accuracy, and typing speed goal. 2. Following the reading and discussion about proofreading and correcting errors, students will be proofreading using proofreading marks and correct errors using the backspace key to show their level of comprehension and to build skill. Instructor will review for completeness and accuracy.

Other (Term projects, research papers, portfolios, etc.)

Required Materials

- Gregg College Keyboarding & Document Processing Word 2016 (Lessons 1-60)
 - Author: Ober, Hanson, Johnson, Rice, Poland and Rosetti, Eighth
 - Publisher: Glencoe McGraw-Hill Irwin
 - Publication Date: 2017
 - Text Edition: 12th
 - Classic Textbook?: No
 - OER Link:
 - OER:
- Skillbuilding Mastery
 - Author: Ellsworth, B
 - Publisher: Ellsworth Publishing
 - Publication Date: 2008
 - Text Edition:

- Classic Textbook?: No
- OER Link:
- OER:

- Keyboarding and Word Processing Complete Course Lessons 1-110: Microsoft Word
 - Author: Vanhuss, Forde, Woo, Robertson
 - Publisher: Cengage
 - Publication Date: 2017
 - Text Edition: 20th
 - Classic Textbook?: No
 - OER Link:
 - OER:
- Keyboarding Course, Lessons 1-25
 - Author: VanHuss/Forde/Wood/Roberson
 - Publisher: Cengage
 - Publication Date: 2014
 - Text Edition: 19th
 - Classic Textbook?: No
 - OER Link:
 - OER:

Other materials and-or supplies required of students that contribute to the cost of the course.

A digital storage device might be required for saving data. The computer software program might require students to purchase an access code for online access of the keyboarding software.