BC C012N: KEYBOARDING BASICS (NONCREDIT)

Item	Value
Curriculum Committee Approval Date	04/26/2019
Top Code	051400 - Office Technology/Office Computer Applications
Units	0 Total Units
Hours	27 Total Hours (Lecture Hours 27)
Total Outside of Class Hours	0
Course Credit Status	Noncredit (N)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	Yes; Repeat Limit 99
Grading Policy	P/NP/SP Non-Credit (D)

Course Description

The Keyboarding class is designed to prepare students for entry-level office and administrative support in a variety of fields or businesses and as a pathway to the Business Information Workers Certificate of Achievement. It is intended to prepare students for the skilled workforce with high-growth and high-wage employment potential. According to employers, applicants and employees with the skills acquired in this course and in the related certificate are more likely to be hired or promoted into roles with increased responsibility. Its goal is career-preparation and job-readiness skills with possible apprenticeships or internships. This course is a noncredit course and may not be substituted or considered for equivalency with any credit course. This course may be used to partially fulfill the requirements for Customer Service Technology Level 1 Certificate of Completion (Noncredit). NOT DEGREE APPLICABLE. Not Transferable.

Course Level Student Learning Outcome(s)

1. Using the touch-type method of keyboarding, with appropriate techniques, type at least 38 words per minute proficiently.

Course Objectives

- 1. Key letter, number, and symbol keys using correct fingering while keeping eyes on the copy, in a proper body position.
- 2. Use the spacebar, return key, shift keys, tabulator key, and backspace key with proper fingers by touch.
- 3. Choose appropriate spacing required after the following marks of punctuation: period at end of sentence, period after abbreviation, comma, colon, semicolon, and question mark.
- 4. List and describe the major parts of a computer system.
- 5. Develop accuracy and speed in keyboarding.

Lecture Content

INTRODUCTION TO KEYBOARDING Workstation ergonomics Components of computer system Importance of keying by touch Keyboard Home row Hand position THE KEYBOARD Alphabetic keys Numeric keys Punctuation-mark/symbol keys COMMA USING THE ABC APPROACH Assess skills Build skills Check progress

Method(s) of Instruction

- Enhanced NC Lect (NC1)
- Online Enhanced NC Lect (NC5)

Instructional Techniques

A variety of instructional techniques will be employed to encompass different student learning styles. These may include, but are not limited to, lecture, discussion, projects, and small group activities. Instruction will be supplemented, where appropriate, by digital media presentations and resources, guest speakers, and field trips.

Reading Assignments

Students will complete reading assignments assigned from the textbook, supplemental readings, handouts, Internet resources, and any assignments from the Coastline Library.

Writing Assignments

Weekly discussion topic written response.

Out-of-class Assignments

Weekly projects, quizzes, and exams demonstrating skills acquired and applied.

Demonstration of Critical Thinking

Ability to complete timed skill demonstrations with speed and accuracy.

Required Writing, Problem Solving, Skills Demonstration

Two practical exams demonstrating problem-solving and keyboarding skills.

Eligible Disciplines

Office technologies (secretarial skills, office systems, word processing, ...: Any bachelors degree and two years of professional experience, or any associate degree and six years of professional experience.

Textbooks Resources

1. Required Vanhuss, Susie H.; Forde, Connie M.; Woo, Donna L.; Robertson, Vicki. Keyboarding Course Lessons 1-25, 2017 ed. Cengage, 2017

Other Resources

1. Coastline Library