

BC C107A: KEYBOARDING

| Item | Value |
|------------------------------|---|
| Top Code | 051400 - Office Technology/Office Computer Applications |
| Units | 1.5 Total Units |
| Hours | 27 Total Hours (Lecture Hours 27) |
| Total Outside of Class Hours | 0 |
| Course Credit Status | Credit: Degree Applicable (D) |
| Material Fee | No |
| Basic Skills | Not Basic Skills (N) |
| Repeatable | No |
| Grading Policy | Standard Letter (S), • Pass/No Pass (B) |

Course Description

Introduction to learning to touch-type on the computer. Good for personal or business use. ADVISORY: Computer access required. Transfer Credit: CSU. C-ID: BSOT 110 X.C-ID: BSOT 110 X.

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. Practice keying 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

- Lecture (02)
- DE Online Lecture (02X)

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