

**ADLTED 765.1 Course Outline as of Fall 2022****CATALOG INFORMATION**

Dept and Nbr: ADLTED 765.1 Title: BASIC KEYBOARD PT 1

Full Title: Basic Keyboarding, Part 1

Last Reviewed: 2/27/2017

| Units   |   | Course Hours per Week |      | Nbr of Weeks | Course Hours Total |       |
|---------|---|-----------------------|------|--------------|--------------------|-------|
| Maximum | 0 | Lecture Scheduled     | 0    | 4            | Lecture Scheduled  | 0     |
| Minimum | 0 | Lab Scheduled         | 3.00 | 4            | Lab Scheduled      | 12.00 |
|         |   | Contact DHR           | 0    |              | Contact DHR        | 0     |
|         |   | Contact Total         | 3.00 |              | Contact Total      | 12.00 |
|         |   | Non-contact DHR       | 0    |              | Non-contact DHR    | 0     |

Total Out of Class Hours: 0.00

Total Student Learning Hours: 12.00

Title 5 Category: Non-Credit

Grading: Non-Credit Course

Repeatability: 27 - Exempt From Repeat Provisions

Also Listed As:

Formerly:

**Catalog Description:**

Introduction to and reinforcement of touch typing skills for word-processing.

**Prerequisites/Corequisites:****Recommended Preparation:****Limits on Enrollment:****Schedule of Classes Information:**

Description: Introduction to and reinforcement of touch typing skills for word-processing. (Non-Credit Course)

Prerequisites/Corequisites:

Recommended:

Limits on Enrollment:

Transfer Credit:

Repeatability: Exempt From Repeat Provisions

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

|                      |                      |            |           |
|----------------------|----------------------|------------|-----------|
| <b>AS Degree:</b>    | <b>Area</b>          | Effective: | Inactive: |
| <b>CSU GE:</b>       | <b>Transfer Area</b> | Effective: | Inactive: |
| <b>IGETC:</b>        | <b>Transfer Area</b> | Effective: | Inactive: |
| <b>CSU Transfer:</b> |                      | Effective: | Inactive: |
| <b>UC Transfer:</b>  |                      | Effective: | Inactive: |

**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

**Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Use the touch method to operate the letter and number keyboard at a minimum rate of 25 words a minute.
2. Demonstrate basic formatting in workplace and academic documents.

**Objectives:**

Upon completion of the course, students will be able to:

1. Perform basic formatting such as indentation, margins, and line spacing.
2. Operate the letter keyboard by the touch method at a minimum rate of 25 words a minute.
3. Operate the figure row of the top row by touch method.

**Topics and Scope:**

- I. Introduction to keyboard drills
- II. Using the letter keyboard by the touch method
- III. The number/symbol keyboard (top row)
- IV. Keyboarding rules of proper spacing around punctuation and paragraphing
- V. Basic formatting, including line-spacing, indentation, margin justification

**Assignment:**

1. Pre-test (ungraded)
2. Lesson drills and exercises demonstrating use of keyboarding
3. Weekly keyboarding quizzes (4)
4. Official timed writings for speed and accuracy (3)
5. Post-test for speed and accuracy (1)

**Methods of Evaluation/Basis of Grade:**

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None

Writing  
0 - 0%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None

Problem solving  
0 - 0%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Demonstration of keyboarding skills; keyboarding quizzes; timed writings; post-test

Skill Demonstrations  
70 - 80%

**Exams:** All forms of formal testing, other than skill performance exams.

None

Exams  
0 - 0%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

Attendance and participation

Other Category  
20 - 30%

**Representative Textbooks and Materials:**

Instructor prepared materials

Keyboarding Made Simple. Zeitz, Leigh. Broadway. 2005 (classic)