

CATALOG INFORMATION

Dept and Nbr: BOT 50A Title: COMPUTER KEYBRDNG

Full Title: Computer Keyboarding

Last Reviewed: 12/14/2015

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.50	Lecture Scheduled	2.00	8	Lecture Scheduled	16.00
Minimum	1.50	Lab Scheduled	3.00	3	Lab Scheduled	24.00
		Contact DHR	0		Contact DHR	0
		Contact Total	5.00		Contact Total	40.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 32.00

Total Student Learning Hours: 72.00

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

Catalog Description:
Develop ability to keyboard by touch using proper keyboarding techniques. Speed and accuracy development emphasized throughout the course. Application of word processing features used to produce documents.

Prerequisites/Corequisites:

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:
Description: Develop ability to keyboard by touch using proper keyboarding techniques. Speed & accuracy development emphasized throughout the course. Application of word processing features used to produce documents. (Grade or P/NP)
Prerequisites/Corequisites:
Recommended:
Limits on Enrollment:

Transfer Credit: CSU;
Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:
IGETC:	Transfer Area	Effective:	Inactive:
CSU Transfer:	Transferable	Effective: Fall 1981	Inactive: Fall 2010
UC Transfer:		Effective:	Inactive:

CID:

Certificate/Major Applicable:
Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:

The students will:

1. Operate letter, number, and symbol keys by touch.
2. Identify and operate computer function keys.
3. List components of a microcomputer workstation.
4. Describe appropriate keyboarding techniques
5. Develop speed and accuracy in touch typing.
6. Proofread documents and correct errors.
7. Define word processing terminology.
8. Enter, edit and save text using word processing software.
9. Retrieve and print documents.
10. Properly handle and manage floppy disks.

Topics and Scope:

- I. Keyboarding Skills
 - A. Alphabetic, number and symbol keys
 - B. Computer function keys
 - C. Keyboarding techniques
 1. Correct Posture
 2. Workstation organization
 3. Spacing Principles
- II. Formatting Skills
 - A. Proofreader's marks
 - B. Simple correspondence and business documents
- III. Word Processing Skills
 - A. Computer equipment and floppy disk handling
 - B. Creating, saving and retrieving documents
 - C. Status line
 - D. Cursor movements

- E. Changing defaults
- F. Typeover/insert modes
- G. Viewing and printing documents
- H. Setting/changing margins
- I. Line spacing
- J. Tab settings - absolute and relative
- K. Justification - left, right, center
- L. Bolding and underlining text

Assignment:

A variety of assignments and in-class activities throughout the course will include but not be limited to the application of the following workplace competencies and foundation skills:

- * Organize, analyze, and interpret gathered data
- * Use essential time management skill of calendaring course activities and assignments to meet deadlines and produce a quality product
- * Use of active listening and effective oral communication skills
- * Employment of activities designed to reduce stress and fatigue in today's fast-paced working environment
- * Use computer technology to complete activities

Assignments include, but are not limited to:

1. Lessons - keying drills and documents
2. Document production tests and quizzes
3. Timed writings - measuring speed and accuracy

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, This is a degree applicable course but assessment tools based on writing are not included because problem solving assessments and skill demonstrations are more appropriate for this course.

Writing
0 - 0%

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

Homework problems, Quizzes, Exams

Problem solving
30 - 40%

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

OFFICIAL TIMED WRITINGS

Skill Demonstrations
30 - 40%

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

Multiple choice, True/false, Matching items, Completion,
PRODUCTION EXAMS

Exams
15 - 40%

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

Attendance/Lessons

Other Category
10 - 40%

Representative Textbooks and Materials:

GREGG COLLEGE DOCUMENT PROCESSING FOR MICROCOMPUTERS, 7th ed., by Ober, et. al. Glencoe Macmillan/McGraw-Hill, 1994.

GREGG REFERENCE MANUAL, 7th ed., by William Sabin, McGraw-Hill, 1992.

HOW 6: A HANDBOOK FOR OFFICE WORKERS, by Clark & Clark, PWS-Kent, 1991.