ADLTED 765.1 Course Outline as of Spring 2018

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:

AS Degree: **Area**   Effective: Inactive:
CSU GE: **Transfer Area**   Effective: Inactive:

IGETC: **Transfer Area**   Effective: Inactive:

CSU Transfer: Effective: Inactive:

UC Transfer: 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)