

CATALOG INFORMATION

Dept and Nbr: ADLTED 765.2 Title: BASIC KEYBOARD PT 2  
Full Title: Basic Keyboarding, Part 2  
Last Reviewed: 3/13/2017

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 and reinforcement of touch typing skills, spacing rules, document formatting, basic grammar, proofreading and editing.

**Prerequisites/Corequisites:**

**Recommended Preparation:**  
Course Completion of ADLTED 765.1

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: Introduction and reinforcement of touch typing skills, spacing rules, document formatting, basic grammar, proofreading and editing. (Non-Credit Course)  
Prerequisites/Corequisites:  
Recommended: Course Completion of ADLTED 765.1  
Limits on Enrollment:  
Transfer Credit:  
Repeatability: Exempt From Repeat Provisions

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

<b>AS Degree:</b>	<b>Area</b>	<b>Effective:</b>	<b>Inactive:</b>
<b>CSU GE:</b>	<b>Transfer Area</b>	<b>Effective:</b>	<b>Inactive:</b>

<b>IGETC:</b>	<b>Transfer Area</b>	<b>Effective:</b>	<b>Inactive:</b>
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<b>CSU Transfer:</b>	<b>Effective:</b>	<b>Inactive:</b>
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<b>UC Transfer:</b>	<b>Effective:</b>	<b>Inactive:</b>
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**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. Demonstrate a basic skills level in keyboarding including typing 45 gross words a minute (gwam).
2. Format commonly used personal, academic, and business documents.

### **Objectives:**

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

1. Operate the alphanumeric keyboard by the touch method at a minimum rate of 45 gross words a minute (gwam).
2. Correctly format most often used personal and business documents such as letters, memoranda, reports, and tables.
3. Apply basic written language skills in the process of keyboarding, proofreading, and editing documents.

### **Topics and Scope:**

1. Creating Documents
2. Formatting Tables
3. Letters, Reports, and Memoranda
4. Incorporating Keyboarding Rules in Documents
5. Proofreading and Revising Documents

### **Assignment:**

1. Lessons: drills and exercises demonstrating use of keyboarding and language skills
2. Weekly quizzes (4)
3. Final quiz (1)
4. Official timed writings for speed and accuracy (3)

## 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; performance exams to test speed and accuracy.

Skill Demonstrations  
50 - 60%

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

Quizzes

Exams  
20 - 20%

**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 Edward. Broadway. 2010 (classic)