

**BOT 50A Course Outline as of Fall 1998**

**CATALOG INFORMATION**

Dept and Nbr: BOT 50A      Title: COMPUTER KEYBOARDING

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	17	Lecture Scheduled	34.00
Minimum	1.50	Lab Scheduled	3.00	3	Lab Scheduled	51.00
		Contact DHR	0		Contact DHR	0
		Contact Total	5.00		Contact Total	85.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 68.00

Total Student Learning Hours: 153.00

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 and computerized skill-building software. Speed and accuracy development emphasized throughout the course.

**Prerequisites/Corequisites:**

**Recommended Preparation:**  
Eligibility for ENGL 100 or ESL 100

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: Develop ability to keyboard by touch using proper keyboarding techniques and computerized skill-building software. Speed and accuracy development emphasized throughout the course. (Grade or P/NP)  
Prerequisites/Corequisites:  
Recommended: Eligibility for ENGL 100 or ESL 100  
Limits on Enrollment:  
Transfer Credit: CSU;

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

## **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>	
<b>CSU Transfer:</b>	Transferable	<b>Effective:</b>	Fall 1981	<b>Inactive:</b>	Fall 2010
<b>UC Transfer:</b>		<b>Effective:</b>		<b>Inactive:</b>	

**CID:**

**Certificate/Major Applicable:**

Both Certificate and Major Applicable

## **COURSE CONTENT**

### **Outcomes and Objectives:**

The students will:

1. Operate the following keys by touch: all alphabet keys, punctuation keys, top row number keys and symbol keys.
2. Develop keyboarding speed.
3. Continuously improve keyboarding accuracy.
4. Demonstrate appropriate keyboarding techniques.
5. Identify and operate computer functions keys.
6. Interpret proofreader's marks and make indicated changes.
7. Use correct spacing after punctuation marks.
8. Express numbers correctly.
9. Correctly punctuate spelled-out numbers.
10. Enter, edit, and save text using word processing software.
11. Develop and use a consistent format for file naming.
12. Retrieve and print documents.
13. Properly handle and manage floppy disks.

### **Topics and Scope:**

- I. Keyboarding Skills
  - A. Alphabetic, number, and symbol keys
  - B. Computer function keys
  - C. Keyboarding and ergonomic techniques
    1. correct posture
    2. workstation organization
    3. Spacing Principles
- II. Introduction to Computer/Word Processing Skills
  - A. Computer equipment and floppy disk handling
  - B. Creating, saving, and retrieving documents

**Assignment:**

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

### 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

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 KEYBOARD AND DOCUMENT PROCESSING FOR WINDOWS, 8th edition,

Ober, et al., Glencoe Macmillan/McGraw-Hill Publishing, 1997

COLLEGE KEYBOARDING, 14th edition, South-Western Educational Publishing, 1998