1. **COURSE ID:** BUS. 315   **TITLE:** Keyboarding I
   Semester Units/Hours: 3.0 units; a minimum of 48.0 lecture hours/semester
   Method of Grading: Grade Option (Letter Grade or P/NP)

2. **COURSE DESIGNATION:**
   Degree Credit
   Transfer credit: CSU
   AA/AS Degree Requirements:
   CSM - GENERAL EDUCATION REQUIREMENTS: E5d. Career Exploration and Self-Development

3. **COURSE DESCRIPTIONS:**
   Catalog Description:
   Beginning course for students to learn to input and process information using a computer keyboard .
   Includes learning alphabetic keyboard and numeric keypad by touch, improving speed and accuracy,
   learning basic word processing and printing.

4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**
   Upon successful completion of this course, a student will meet the following outcomes:
   1. demonstrate knowledge of alphabetic keyboard and numeric keypad.
   2. demonstrate improvement in both speed and accuracy.
   3. meet entry-level industry standards for keyboarding speed and accuracy.
   4. correctly use word processing feature to type test.
   5. demonstrate printing keyboarding and word processing exercises.

5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**
   Upon successful completion of this course, a student will be able to:
   1. demonstrate knowledge of alphabetic keyboard and numeric keypad .
   2. demonstrate improvement in both speed and accuracy.
   3. meet entry-level industry standards for keyboarding speed and accuracy.
   4. correctly use word processing feature to type text.
   5. demonstrate printing keyboarding and word processing exercises.

6. **COURSE CONTENT:**
   Lecture Content:
   1. Orientation
   2. Accessing the keyboarding tutorial program
   3. Completing skillbuilding lessons
   4. Completing word processing exercises

7. **REPRESENTATIVE METHODS OF INSTRUCTION:**
   Typical methods of instruction may include:
   1. Other (Specify): a. Instructor will lecture using computer overhead demonstrations to present and illustrate
      accessing, navigating and closing the keyboarding tutorial. b. Students will work independently on
      textbook exercises to improve speed and accurary. c. Students will be required to print and hand in or email
      selected exercises to the instructor. d. Students will have access to the computer labs during open lab hours
      to work on any homework projects.

8. **REPRESENTATIVE ASSIGNMENTS**
   Representative assignments in this course may include, but are not limited to the following:
   Reading Assignments:
   Read handouts such as Ergonomics and Typing; Typing Positions and Stretches

9. **REPRESENTATIVE METHODS OF EVALUATION**
   Representative methods of evaluation may include:
   1. Selected student exercises will be evaluated by the instructor and assigned percentage point values for

completeness, correctness and timeliness.

10. **REPRESENTATIVE TEXT(S):**
    Other:
       1. Keyboarding Course lesson 1 - 25, 18th Edition, South- Western/ Cengage Learning Publishers, 2011

Origination Date: August 2010
Curriculum Committee Approval Date: November 2012
Effective Term: Fall 2013
Course Originator: Patricia Brannock

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