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 test.  
   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 accuracy. 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.
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10. REPRESENTATIVE TEXT(S):
Other:

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