

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
CITY, MESA, AND MIRAMAR COLLEGES
ASSOCIATE DEGREE COURSE OUTLINE**

SECTION I**SUBJECT AREA AND COURSE NUMBER:** Computer Business Technology 101**COURSE TITLE:** Keyboarding for Computers**Units: 1**
Grade Only**CATALOG COURSE DESCRIPTION:**

This course is designed for all individuals needing to learn basic keyboarding skills. Keyboarding for Computers teaches students to key by touch using a computer and word processing software. No previous computer or typing experience is required. This course, or sections of this course, may be offered through distance education.

REQUISITES:**Advisory:**

ENGL 049 with a grade of "C" or better, or equivalent or Assessment Skill Level W5
&
ENGL 048 with a grade of "C" or better, or equivalent or Assessment Skill Level R5

Limitation on Enrollment:

This course is not open to students with previous credit for OFCE 101, 102, or 164

FIELD TRIP REQUIREMENTS: May be required**TRANSFER APPLICABILITY:** Associate Degree Credit & transfer to CSU and/or private colleges and universities**TOTAL LECTURE HOURS:** 12 - 13.5**TOTAL LAB HOURS:** 12 - 13.5**STUDENT LEARNING OBJECTIVES:**

Upon successful completion of the course the student will be able to:

1. Use the touch method and proper techniques to keyboard the alphabetic and numeric keys at a minimum of 20 words per minute.
2. Correctly format simple reports, letters, and memos.
3. Use basic word processing commands to correctly perform the document processing activities.

SECTION II**1. COURSE OUTLINE AND SCOPE:****A. Outline Of Topics:**

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. The following topics will be included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.
 - A. Keyboarding the Alphabet - Part I
 1. home keys A S D F J K L
 2. new keys H E O R
 3. new keys M T P C
 4. new keys V, W., right shift, period, count errors
 5. determine speed
 - B. Keyboarding the Alphabet - Part II
 1. new keys I, left shift, hyphen and G
 2. new keys U, B, colon, and X
 3. new keys Y, comma, Q, and /
 4. new keys N, Z and ?
 5. tab keys
 - C. Keyboarding the Numbers
 1. number keys 3, 5, 7, 9
 2. review
 3. number keys 0, 2, 8
 4. 1, 4, 6
 5. review
 - D. Keyboarding the Symbols
 1. symbol keys \$, (,), !
 2. review
 3. symbol keys *, #, '
 4. symbol keys &, %, ", @
 5. review
 - E. Word Processing and Reports
 1. orientation to word processing
 2. simple reports
 3. reports with side headings
 - F. Correspondence
 1. business letters in block style
 2. envelopes
 - G. Memos
 1. interoffice memos
 2. memos with attachment notations

B. Reading Assignments:

Reading assignments are required and may include but, are not limited to, the following:

I. Reading assignments are required. Distance learning students will access the readings via the Internet. The reading assignments may include but are not limited to the following:

II. 1. Understand and recall information from the text

III. 2. Read articles in periodicals such as WordPerfect Magazine, Modern Office Technology, and Managing Office Technology.

IV. 3. Understand and recall information from articles distributed by the instructor, such as:

V. * Brooks, Marcus. "Introducing the Dvorak Keyboard,"

<http://www.ccsi.com/~mbrooks/dvorak/dvorak.html#procon>

VI. * Perkins, W.E. "Keyboarding Hazards - New Areas of Technique Emphasis," Business Education Forum. December 1992. pp 29-32

VII. * Rosenberg, Bob "The QWERTY Keyboard,"

<http://www.dept.cs.ucl.ac.uk/staff/b.rosenberg/kbd/QWERTY.html>

C. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

I. Distance learning students will submit their assignments electronically. Assignments that demonstrate critical thinking may include but are not limited to the following:

II. 1. Analysis of speed and accuracy performance

III. 2. Application of appropriate exercises and levels of practice

D. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

I. Distance learning students will submit their assignments electronically. Outside assignments may include but are not limited to the following:

II. 1. Practicing keyboarding exercises.

III. 2. Developing a portfolio of documents keyed on a computer

E. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

I. Writing assignments are required. Distance learning students will electronically submit their writing assignments. Writing assignments may include but are not limited to the following:

II. 1. Composing responses to language arts exercises

III. 2. Writing a business letter

IV. 3. Writing a simple memo

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

I. Distance learning students will submit reports of their progress electronically and will receive electronic feedback. Evaluation methods may include but are not limited to the following:

II. A. Progress checks on keyboarding speed/accuracy

III. B. Accuracy and completeness

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

* Distance Education

* Methods of instruction include but are not limited to the following:

* A. Computer-assisted instruction

* B. Electronic lectures in which students are taught in front of the computer

* C. Audio-visual aids

* D. Textbook

* E. Handouts

* F. Any other unique instructional strategies as shall be determined by each instructor

* Distance learning students will attend regular electronic conferences, or where feasible, attend scheduled on-site conferences. Communication between distance learning students and instructor will take place at least once per completion of each course study unit.

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

1. OBER. KEYBOARDING F/WINDOWS W/3" IBM DISK, 4 ed. GLEN, ISBN: 0028031458

2. SW. COLLEGE KEYBOARD:KEYBOARD CRS 1-30, 14 ed. VANHUSS, ISBN: 0538716614

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

1.

ORIGINATOR: Curricunet Version 2

ORINATION DATE: 02/25/1999

PROPOSAL ORIGINATOR: Shirley Orsinelli

CO-CONTRIBUTOR(S)

PROPOSAL DATE: 06/01/1998