Course Outline

COURSE: CSIS 122  DIVISION: 50  ALSO LISTED AS: 
TERM EFFECTIVE: Spring 2018  CURRICULUM APPROVAL DATE: 10/23/2017

SHORT TITLE: COMPUTER KEYBOARD

LONG TITLE: Computer Keyboarding

<table>
<thead>
<tr>
<th>Units</th>
<th>Number of Weeks</th>
<th>Contact Hours/Week</th>
<th>Total Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>.5 TO 2</td>
<td>18</td>
<td>Lecture: 0</td>
<td>Lecture: 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lab: 1.5 TO 6</td>
<td>Lab: 27 TO 108</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other: 0</td>
<td>Other: 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total: 1.5 TO 6</td>
<td>Total: 27 TO 108</td>
</tr>
</tbody>
</table>

COURSE DESCRIPTION:

A self-paced course for students who wish to master the alphabetic and numeric keyboard on the computer. This course is designed for students who do not know the alphabetic keyboard by "touch" and for those who want to improve their ability to type straight copy with increased speed and accuracy. The course provides "hands-on" instruction to help students reach optimum computer keyboarding skills within a limited time. This is a pass/no pass course. Course may be repeated until 2 units are accrued.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES

P - Pass/No Pass

REPEATABILITY: R - Course may be repeated

Maximum of 2 times, 2 credit hours

SCHEDULE TYPES:

04 - Laboratory/Studio/Activity
05 - Hybrid
72 - Dist. Ed Internet Delayed
73 - Dist. Ed Internet Delayed LAB

STUDENT LEARNING OUTCOMES:

1. The student will key words, sentences, and paragraphs with good technique and speed.

11/8/2017
Measure of assessment: exercises, skill exams
Year assessed, or planned year of assessment: 2016
2. The student will improve his/her keystroking technique & keyboarding speed and accuracy on sentence and paragraph copy.
Measure of assessment: exercises, skill exams
Year assessed, or planned year of assessment: 2016
3. The student will type alphabetic, number, and symbol keys by touch.
Measure of assessment: exercises, skill exams

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS
Curriculum Approval Date: 10/23/2017
Part 1 (0.5 units, total of 26 lab hours)
Learning Alphabetic Keys
   Lesson 1-Home Row, Space Bar, Enter, I
   Lesson 1R-Review
   Lesson 2-E and N
   Lesson 3-Review
   Lesson 4-Left Shift, H, T, Period
   Lesson 5-R, Right Shift, C, O
   Lesson 6-W, Comma, B, P
   Lesson 7-Review
   Lesson 8-G, Question Mark, X, U
   Lesson 9-Q, M, V, Apostrophe
   Lesson 10-Z, Y, Quotation Mark, Tab
   Lesson 11-Review
   Lesson 12-Review
   Lesson 13-Review
Student Performance Objective:
The student will type alphabetic keys by touch.
Part 2 (0.5 units, total of 26 lab hours)
Learning Figure and Symbol Keys
   Lesson 14-1 and 8
   Lesson 15-5 and 0
   Lesson 16-2 and 7
   Lesson 17-4 and 9
   Lesson 18-3 and 6
   Lesson 19-$ and ?(hyphen), Number Expression
   Lesson 20-# and /
   Lesson 21-% and !
   Lesson 22-( and ) and Backspace Key
   Lesson 23-& and : (colon), Proofreaders? Marks
   Lesson 24-Other Symbols
   Lesson 25-Assessment
Learning Numeric Keypad

11/8/2017
Lessons 1-4

Student
Performance Objectives:
The student will type number and symbol keys by touch.
The student will use numeric keypad to enter data.
Part 3 (0.5 units, total of 26 lab hours)
Skill Builder: Paragraphs
for Speed and Accuracy
Lessons A-T
Lesson A WRIT01, Goal: 16 wam/6 errors
Lesson B WRIT02, Goal: 16 wam/4 errors
Lesson C WRIT03, Goal: 16 wam/4 errors
Lesson D WRIT04, Goal: 18 wam/6 errors
Lesson E WRIT05, Goal: 18 wam/4 errors
Lesson F WRIT06, Goal: 18 wam/4 errors
Lesson G WRIT07, Goal: 20 wam/6 errors
Lesson H WRIT08, Goal: 20 wam/4 errors
Lesson I WRIT09, Goal: 20 wam/4 errors
Lesson J WRIT10, Goal: 22 wam/6 errors
Lesson K WRIT11, Goal: 22 wam/4 errors
Lesson L WRIT12, Goal: 22 wam/4 errors
Lesson M WRIT13, Goal: 24 wam/6 errors
Lesson N WRIT14, Goal: 24 wam/4 errors
Lesson O WRIT15, Goal: 24 wam/4 errors
Lesson P WRIT16, Goal: 26 wam/6 errors
Lesson Q WRIT17, Goal: 26 wam/4 errors
Lesson RWRIT18, Goal: 26 wam/4 errors
Lesson S WRIT19, Goal: 26 wam/4 errors
Lesson T WRIT20, Goal: 26 wam/4 errors

Student
Performance Objectives:
The student will key words, sentences, and paragraphs with
good technique and speed.
Part 4 (0.5 units, total of 26 lab hours)
Skill Builder: Letter Combinations
Skill
Units 1-20
Skill Unit 1-Building Skill with ff and our
Skill Unit 2-Building Skill with oo and est
Skill Unit 3-Building Skill with dd and ence
Skill Unit 4-Building Skill with pp and ing
Skill
Unit 5-Building Skill with tt and per
Skill Unit 6-Building Skill with bb, mm and ied
Skill Unit 7-Building Skill with rr and con

11/8/2017
Skill Unit 8-Building Skill with gg, zz and ous
Skill Unit
9-Building Skill with ee and un
   Skill Unit 10-Building Skill with cc, nn and ate
   Skill Unit 11-Building Skill with ll and ea
   Skill Unit 12-Building Skill with ss and tion
   Skill Unit 13-Building
Skill with CAPITALS and ance
   Skill Unit 14-Building Skill with CAPITALS and or
   Skill Unit 15-Building Skill with CAPITALS and ist
   Skill Unit 16-Building Skill with CAPITALS and ine
   Skill Unit
17-Building Skill with NUMBERS and on
   Skill Unit 18-Building Skill with NUMBERS and ive
   Skill Unit 19-Building Skill with a and o
   Skill Unit 20-Building Skill with Difficult Combinations

Student
Performance Objectives:
The student will improve his/her keystroking technique &
keyboarding speed and accuracy on sentence and paragraph

METHODS OF INSTRUCTION:
Computer assisted instruction, text lessons.

OUT OF CLASS ASSIGNMENTS:
Required Outside Hours: 0
Assignment Description: This is a lab class. There are no out of class assignments.

METHODS OF EVALUATION:
Writing assignments
Percent of total grade: 0.00 %
This is a degree-applicable course, but substantial writing assignments are NOT appropriate, because the
course primarily: Involves skill demonstrations or problem solving
Problem-solving assignments
Percent of total grade: 20.00 %
20% - 50% Quizzes; Exams
Skill demonstrations
Percent of total grade: 50.00 %

REPRESENTATIVE TEXTBOOKS:
Required Representative Textbooks
Reading Level of Text, Grade: Reading level of text, Grade: 12+ Verified by: Verified by:Venable

ARTICULATION and CERTIFICATE INFORMATION
Associate Degree:
   GAV E1, effective 200370
CSU GE:

11/8/2017
CSU E1, effective 200370

IGETC:

CSU TRANSFER:
  Transferable CSU, effective 200670

UC TRANSFER:
  Not Transferable

SUPPLEMENTAL DATA:
Basic Skills: N
Classification: Y
Noncredit Category: Y
Cooperative Education:
  Program Status: 1 Program Applicable
  Special Class Status: N
CAN:
  CAN Sequence:
  CSU Crosswalk Course Department: CSIS
  CSU Crosswalk Course Number: 122
  Prior to College Level: Y
  Non Credit Enhanced Funding: N
  Funding Agency Code: Y
  In-Service: N
Occupational Course: D
  Maximum Hours: 2
  Minimum Hours: .5
Course Control Number: CCC000536427
Sports/Physical Education Course: N
Taxonomy of Program: 051400