Course Outline

COURSE: CSIS 212     DIVISION: 50     ALSO LISTED AS:

TERM EFFECTIVE: Spring 2019     CURRICULUM APPROVAL DATE: 12/11/2018

SHORT TITLE: KEYBOARD SPEED BLDG

LONG TITLE: Keyboard Speed Building

<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 1</td>
<td>18</td>
<td>Lecture: 0</td>
<td>Lecture: 0</td>
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<tr>
<td></td>
<td></td>
<td>Lab: 1.5 TO 3</td>
<td>Lab: 27 TO 54</td>
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<td>Other: 0</td>
<td>Other: 0</td>
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<td>Total: 1.5 TO 3</td>
<td>Total: 27 TO 54</td>
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COURSE DESCRIPTION:

This self-paced course is designed for students who know the alphabetic keyboard by touch and who want to develop their keyboarding speed. Students will use a microcomputer to keyboard a series of straight-copy timings, which will enable them to achieve a high level of skill. This is a pass/no pass course. ADVISORY: CSIS 122 or knowledge of keyboard with keyboarding speed of at least 25 wpm.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES

P - Pass/No Pass

REPEATABILITY: R - Course may be repeated
Maximum of 1 times, 1 credit hours

SCHEDULE TYPES:

04 - Laboratory/Studio/Activity
047 - Laboratory - LEH 0.7
05 - Hybrid
737 - Dist. Ed Internet LAB-LEH 0.7
STUDENT LEARNING OUTCOMES:
1. Employ effective keyboarding techniques used to develop speed and accuracy to operate the letter keyboard by touch at a minimum of 25-30 gross words per minute and to reduce errors to a maximum of 5 errors within a 5 minute timing.
Measure of assessment: demonstration, performance exam
Year assessed, or planned year of assessment: 2015

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS
Curriculum Approval Date: 12/11/2018
27 - 54 Hours
Content:
- The student will complete numerous straight-copy timings at his or her own pace. After a timing has been completed, the speed (words per minute) will be calculated by the computer.
- The student will be responsible for circling his or her errors on the computer printouts.
- The timings may be retaken to improve keystroking.
- The speed drills are designed so that the students may progress from simple timings to those which have more difficult words.
- Student progress will be recorded on performance records.
- This is an open-entry, self-paced course.

1-3 4 Lessons 1-5
4-6 5 Lessons 6-10
7-9 4 Lessons 11-15
10-12 4 Lessons 16-20
Student Performance Objectives: Demonstrate keyboarding skills on one timed writing after another in order to gain speed
at different syllable levels. Complete keyboarding course lessons from textbook.
Final Exam.

METHODS OF INSTRUCTION:
Demonstration, Guided Practice

OUT OF CLASS ASSIGNMENTS:
Required Outside Hours: 0
Assignment Description: As this is a lab course, no out-of-class-assignments are required.

METHODS OF EVALUATION:
Problem-solving assignments
Percent of total grade: 20.00 %
Percent range of total grade: 20% to 40% Other: Workbook Exercises
Skill demonstrations
Percent of total grade: 60.00 %

REPRESENTATIVE TEXTBOOKS:
VanHuss, Susie H.; Forde, Connie M.; and Woo, Donna L.; Robertson, Vicki R.. Keyboarding Course.
ISBN: 978-1-337-10325-1
ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:
CSU GE:
IGETC:
CSU TRANSFER:
Transferable CSU, effective 201930
UC TRANSFER:
Not Transferable

SUPPLEMENTAL DATA:
Basic Skills: N
Classification: Y
Noncredit Category: Y
Cooperative Education: N
Program Status: 1 Program Applicable
Special Class Status: N
CAN:
CAN Sequence:
CSU Crosswalk Course Department: CSIS
CSU Crosswalk Course Number: 212
Prior to College Level: Y
Non Credit Enhanced Funding: N
Funding Agency Code: Y
In-Service: N
Occupational Course: C
Maximum Hours:
Minimum Hours:
Course Control Number:
Sports/Physical Education Course: N
Taxonomy of Program: 051400