Course Outline

COURSE:  ESL 705  DIVISION:  90  ALSO LISTED AS:

TERM EFFECTIVE:  Spring 2020  CURRICULUM APPROVAL DATE: 01/14/2020

SHORT TITLE: NC KEYBOARDING BASICS

LONG TITLE: NC Keyboarding Basics for ESL Students

<table>
<thead>
<tr>
<th>Units</th>
<th>Number of Weeks</th>
<th>Type</th>
<th>Contact Hours/Week</th>
<th>Total Contact Hours</th>
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<td>0</td>
<td>18</td>
<td>Lecture:</td>
<td>0</td>
<td>0</td>
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<tr>
<td></td>
<td></td>
<td>Lab:</td>
<td>1.5 TO 3</td>
<td>27 TO 54</td>
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<td>Other:</td>
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<tr>
<td></td>
<td></td>
<td>Total:</td>
<td>1.5 TO 3</td>
<td>27 TO 54</td>
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</table>

COURSE DESCRIPTION:

This self-paced course is designed for ESL students who want to familiarize themselves with the alphabetic keyboard by touch and who want to develop their keyboarding speed.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: N - Non Credit

GRADING MODES

N - Non Credit

REPEATABILITY: R - Course may be repeated
Maximum of 99 times

SCHEDULE TYPES:

02 - Lecture and/or discussion
03 - Lecture/Laboratory
04 - Laboratory/Studio/Activity

STUDENT LEARNING OUTCOMES:

By the end of this course, a student should:
1. Type alphabetic, number, and symbol keys by touch.
CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

Curriculum Approval Date: 01/14/2020

Part 1 (total of 27 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 (total of 27 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
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.

METHODS OF INSTRUCTION:
Computer assisted instruction, text lessons.
METHODS OF EVALUATION:
Percent of total grade: 50.00 %
Quizzes and tests.
Skill demonstrations
Percent of total grade: 50.00 %

Recommended Representative Textbooks:
Reading Level of Text, Grade: 12+ Verified by: Ellen Venable

ARTICULATION and CERTIFICATE INFORMATION
Associate Degree:
CSU GE:
IGETC:
CSU TRANSFER:
    Not Transferable
UC TRANSFER:
    Not Transferable

SUPPLEMENTAL DATA:
Basic Skills: B
Classification: K
Noncredit Category: A
Cooperative Education:
Program Status: 1 Program Applicable
Special Class Status: N
CAN:
CAN Sequence:
CSU Crosswalk Course Department:
CSU Crosswalk Course Number:
Prior to College Level: G
Non Credit Enhanced Funding: Y
Funding Agency Code: A
In-Service: N
Occupational Course: E
Maximum Hours: 18
Minimum Hours: 18
Course Control Number:
Sports/Physical Education Course: N
Taxonomy of Program: 493087