



5055 Santa Teresa Blvd
Gilroy, CA 95023

Course Outline

COURSE: CSIS 122 **DIVISION:** 50 **ALSO LISTED AS:**

TERM EFFECTIVE: Summer 2025

CURRICULUM APPROVAL DATE: 10/13/2020

SHORT TITLE: COMPUTER KEYBOARD

LONG TITLE: Computer Keyboarding

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
.5 TO 2	18	Lecture:	0	0
		Lab:	1.5 TO 6	27 TO 108
		Other:	0	0
		Total:	1.5 TO 6	27 TO 108

Out of Class Hrs: 00.00

Total Learning Hrs: 27.00 TO 106.00

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.

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

047 - Laboratory - LEH 0.7

05 - Hybrid

71 - Dist. Ed Internet Simultaneous

72 - Dist. Ed Internet Delayed

STUDENT LEARNING OUTCOMES:

By the end of this course, a student should:

1. The student will key words, sentences, and paragraphs with good technique and speed.
2. The student will improve his/her keystroking technique & keyboarding speed and accuracy on sentence and paragraph copy.
3. The student will type alphabetic, number, and symbol keys by touch.

COURSE OBJECTIVES:

By the end of this course, a student should:

1. The student will type alphabetic keys by touch. The student will type numbers and symbol keys by touch. The student will type words, sentences, and paragraphs with good technique and speed.

COURSE CONTENT:

Curriculum Approval Date: 10/13/2020

PART 1 (0.5 units, total of 26 lab hours)

Learning Alphabetic Keys

BEGINNER LESSONS

- 1 J, F, and Space
- 2 U, R, and K Keys
- 3 D, E, and I Keys
- 4 C, G, and N Keys
- 5 Beginner Review 1
- 6 T, S, and L Keys
- 7 O, B, and A Keys
- 8 V, H, and M Keys
- 9 Period and Comma
- 10 Beginner Review 2
- 11 W, X, and ; Keys
- 12 Q, Y, and P Keys
- 13 Z and Enter Keys
- 14 Beginner Wrap-up
- 15 Beginner Assessment

INTERMEDIATE LESSONS

- 1 Common English Words
- 2 Easy Home Row Words
- 3 Easy Top Row Words
- 4 Easy Bottom Row Words
- 5 Shift Key and Capitalization
- 6 Basic Punctuation
- 7 Intermediate Punctuation
- 8 Quick Sentences
- 9 Short Paragraphs
- 10 Speed Drills

11 Intermediate Wrap-up

12 Intermediate Assessment

PART 1 TESTS

1:00 min Typing Test

COURSE CONTENT(CONTINUED):

3:00 min Typing Test

5:00 min Typing Test

Student Performance Objective:

The student will type alphabetic keys by touch.

PART 2 (0.5 units, total of 26 lab hours)

ADVANCED LESSONS

1 Skill Builder

3 Numbers Letters Numbers

2 Accuracy Focus

4 Advanced Symbols

5 Numeric Keypad

6 Advanced Wrap-up

7 Advanced Assessment

REINFORCEMENT

1 The Keys Are Falling

2 Nitro Type Lessons

3 Jokes and Laughs

4 Interesting Facts

5 Strange Laws

6 Paragraph Practice

7 Alpha Data Entry

8 Alphanumeric Data Entry

9 Numeric Keypad / 10 Key

STORIES

1 When Robots Rule the World

2 Spellbound

3 Clandestine

4 The Game

PART 2 TESTS

1:00 min Typing Test

3:00 min Typing Test

5:00 min Typing Test

Student Performance Objectives:

The student will type number and symbol keys by touch and will type words, sentences, and paragraphs with good technique and speed.

Part 3 (0.5 units, total of 26 lab hours)

CUSTOM LESSONS -- SKILL UNITS 1-20

Skill Unit 1

Test 1, 5 minutes

Skill Unit 2

Test 2, 5 minutes

Skill Unit 3

Test 3, 5 minutes

Skill Unit 4
Test 4, 5 minutes
Skill Unit 5

COURSE CONTENT(CONTINUED):

Test 5, 5 minutes
Skill Unit 6
Test 6, 5 minutes
Skill Unit 7
Test 7, 5 minutes
Skill Unit 8
Test 8, 5 minutes
Skill Unit 9
Test 9, 5 minutes
Skill Unit 10
Test 10, 5 minutes
Skill Unit 11
Test 11, 5 minutes
Skill Unit 12
Test 12, 5 minutes
Skill Unit 13
Test 13, 5 minutes
Skill Unit 14
Test 14, 5 minutes
Skill Unit 15
Test 15, 5 minutes
Skill Unit 16
Test 16, 5 minutes
Skill Unit 17
Test 17, 5 minutes
Skill Unit 18
Test 18, 5 minutes
Skill Unit 19
Test 19, 5 minutes
Skill Unit 20
Test 20, 5 minutes

Student Performance Objectives:

The student will improve his/her key stroking technique &
Keyboarding speed and accuracy in sentence and paragraph
copy.

METHODS OF INSTRUCTION:

Computer-assisted instruction. Students complete the lessons using Typing.com, an online typing program.

METHODS OF EVALUATION:

Problem-solving assignments

Evaluation Percent 30

Evaluation Description

20% - 50%

Quizzes;

Exams

Skill demonstrations

Evaluation Percent 70

Evaluation Description

50% - 80%

Class performance;

Performance exams

REPRESENTATIVE TEXTBOOKS:

Typing.com, Teaching.com, Teaching.com, 2025 or a comparable textbook/material.

Rationale: All class material is on the typing.com website.

12 Grade Verified by: Publisher Site

RECOMMENDED MATERIALS:

Gregg College Keyboarding & Document Processing, Year: 2010 ISBN: 9780077319366 Rationale: This is the most updated-to-date version of the text.

ARTICULATION and CERTIFICATE INFORMATION

CSU TRANSFER:

Transferable CSU

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

Prior to College Level: Y

Non Credit Enhanced Funding: N

Funding Agency Code: Y

In-Service: N

Occupational Course: D

Course Control Number: CCC000536427

Sports/Physical Education Course: N

Taxonomy of Program: 051400