

**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

Units	Number of Weeks		Contact Hours/Week		Total Contact Hours
.5 TO 1	18	Lecture:	0	Lecture:	0
		Lab:	1.5 TO 3	Lab:	27 TO 54
		Other:	0	Other:	0
		Total:	1.5 TO 3	Total:	27 TO 54

**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. Boston, MA: Cengage Learning, 2017.

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