

### Course Outline

**COURSE:** CSIS 705                      **DIVISION:** 90                      **ALSO LISTED AS:**

**TERM EFFECTIVE:** Fall 2021                      **CURRICULUM APPROVAL DATE:** 12/14/2021

**SHORT TITLE:** NC Keyboarding

**LONG TITLE:** NC Keyboarding

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
0	18	Lecture:	0	0
		Lab:	1.5 TO 3	27 TO 54
		Other:	0	0
		Total:	1.5 TO 3	27 TO 54

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Out of Class Hrs: 00.00

Total Learning Hrs: 27.00 TO 54.00

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**COURSE DESCRIPTION:**

This self-paced course is designed for non-credit 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:**

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.

**COURSE OBJECTIVES:**

By the end of this course, a student should:

1. Key entire alphabet, numbers and punctuation marks using proper keyboarding technique.

**CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS**

Curriculum Approval Date: 12/14/2021

Part 1 (total of 27 lab hours)

Learn the Alphabetic Keys by touch in the following lessons:

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

Part 2 (total of 27 lab hours)

Learn the Figure and Symbol Keys by touch in the following lessons:

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

Learn the Numeric Keypad by touch with Lessons 1-4

**METHODS OF INSTRUCTION:**

Computer assisted instruction, text lessons.

**METHODS OF EVALUATION:**

Problem-solving assignments

Evaluation Percent 50

Evaluation Description

Quizzes and tests.

Skill demonstrations

Evaluation Percent 50

Evaluation Description

Class performance and tests.

**REPRESENTATIVE TEXTBOOKS:**

Keyboarding Course, VanHuss, Forde, Woo, South Western, 2016.

Rationale: This is the newest edition. Typing drills change very little over time.

12+ Grade Verified by: MS Word

**ARTICULATION and CERTIFICATE INFORMATION**

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Not Transferable

UC TRANSFER:

Not Transferable

**SUPPLEMENTAL DATA:**

Basic Skills: N

Classification: K

Noncredit Category: I

Cooperative Education: N

Program Status: 1 Program Applicable

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department:

CSU Crosswalk Course Number:

Prior to College Level: Y

Non Credit Enhanced Funding: Y

Funding Agency Code: B

In-Service: N

Occupational Course: C

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000627818

Sports/Physical Education Course: N

Taxonomy of Program: 051400