

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

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: N - Course may not be repeated

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

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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