

### 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

<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 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:**

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

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