Laboratory Contact Hours: 48-54; Homework Hours: 0; Total Student Learning Hours: 48-54

CUYAMACA COLLEGE
COURSE OUTLINE OF RECORD

BUSINESS OFFICE TECHNOLOGY 100 – BASIC KEYBOARDING

3 hours laboratory, 1 unit

Catalog Description
Beginning keyboarding techniques for students who wish to use keyboarding skills for inputting information on computers. This course is taught on computers using appropriate software. Emphasis on the development of speed and accuracy by use of touch keyboarding methods, development of touch skills on the 10-key pad, understanding of basic vocabulary and concepts used in keyboarding operations for inputting and retrieving information, and composition at the keyboard. For students with physical disabilities that may impair proficiency, emphasis will be on quality of output instead of speed, and on the use of alternative input devices.

Prerequisite
None

Course Content
1) Learn the alphabetic keyboard through response drills
2) Drill on correct posture and keyboarding techniques
3) Keyboarding of numbers and symbols
4) Drills to increase speed of input on alpha/numeric data
5) Techniques of error detection and correction

Course Objectives
Students will be able to:
1) Demonstrate proper techniques when keyboarding such as eyes on copy, body straight, feet flat on floor, fingers curved around home keys and rhythmic, unhesitant and continuous keystroking.
2) Demonstrate keyboard input at the rate of at least 18 net wpm unless a physical disability limits speed.
3) Identify various parts of the keyboard such as alphanumeric keys, numeric keypad, function keys, arrow keys, caps lock, num lock, tab and escape keys.
4) Select appropriate keyboard alpha/numeric data and symbols and demonstrate their practical applications to perform basic computer tasks in the standard office environment.
5) Develop proofreading skills which are critical for successful management of knowledge and effective communication.

Method of Evaluation
A grading system will be established by the instructor and implemented uniformly. Grades will be based on demonstrated proficiency in subject matter determined by multiple measurements for evaluation, one of which must be essay exams, skills demonstration or, where appropriate, the symbol system.
1) Final exam that measures students' ability to:
   a. Identify and use various parts of the keyboard (alpha/numeric keys, numeric keypad, function keys, arrow keys, caps lock, num lock, tab and escape keys) and demonstrate their practical application to perform standard office tasks.
   b. Develop proofreading skills and demonstrate their practical applications in the standard office environment.

2) Assignments that require students to use correct fingering in selecting alphabetic and numeric keys by following the software tutorial.
3) Timed writing tests in which the speed and accuracy of data input is evaluated (unless impaired by physical disability in which case the primary basis of evaluation will be quality of output).
4) Technique evaluations that require students to demonstrate correct touch keyboarding techniques such as eyes on copy, body straight, feet flat on floor, fingers curved around home keys and rhythmic, unhesitant and continuous keystroking.

Special Materials Required of Student
Electronic storage media

Minimum Instructional Facilities
Computer lab with appropriate software

Method of Instruction
1) Interactive one-on-one lecture
2) Individual practice, completion of assignments
3) Individual assistance as needed

Out-of-Class Assignments
1) Keyboarding practice
2) Textbook reading

Texts and References
1) Required (representative example): Typing Club, www.typingclub.com, 2022.
2) Supplemental: None

Exit Skills
Students having successfully completed this course exit with the following skills, competencies and/or knowledge:
1) Demonstrate proper techniques when keyboarding such as eyes on copy, body straight, feet flat on floor, fingers curved around home keys and rhythmic, unhesitant and continuous keystroking.
2) Demonstrate keyboard input at the rate of at least 18 net wpm unless a physical disability limits speed.
3) Identify the various parts of the keyboard such as alphanumeric keys, numeric keypad, function keys, arrow keys, caps lock, num lock, tab and escape keys
4) Select appropriate keyboard alpha/numeric data and symbols and demonstrate their practical applications to perform basic computer tasks in the standard office environment.

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1) Demonstrate proper techniques when keyboarding such as eyes on copy, body straight, feet flat on floor, fingers curved around home keys and rhythmic, unhesitant and continuous keystroking.
2) Demonstrate keyboard input at the rate of at least 18 net wpm unless a physical disability limits speed. (Work Based Learning Outcome)
3) Utilize the various parts of the keyboard to effectively facilitate work (such as alphanumeric keys, numeric keypad, caps lock, shift, enter, and tab keys).