

**EL CAMINO COLLEGE
COURSE OUTLINE OF RECORD - Approved**

Subject:	BUS
Course Number:	145
Descriptive Title:	Keyboarding I
Division:	Business
Department:	Office Administration
Course Disciplines:	Office Technologies
Catalog Description:	In this course, the student will learn the touch keyboarding method for alphabetic and numeric/symbol keys on computers with an emphasis on developing acceptable speed (40 net words a minute) and accuracy levels. This course is recommended for students who need to develop speed and accuracy skill for personal or business use. Note: Letter grade or pass/no pass option.
Course Length:	Full Term
Hours Lecture (per week):	0.50
Hours Laboratory (per week):	1.50
Outside Study Hours:	1
Total Course Hours:	36
Course Units:	1
Grading Method:	Letter Grade and Pass/No Pass
Credit Status:	Credit, degree applicable
Transfer CSU:	Yes
Effective Date:	Prior to July 1992
Transfer UC:	No
Effective Date:	
General Education: ECC	
Term:	
Other:	
CSU GE:	
Term:	
Other:	
IGETC:	
Term:	
Other:	
Student Learning Outcomes:	SLO#1 Key by Touch Key by touch straight-copy alphabetic material at a minimum rate of 40 net words per minute with no more than five errors on a 3-minute timing.

	<p>SLO #2 Techniques Demonstrate proper touch keyboarding techniques on alphabetic and numeric/symbol keys during lab assignments and tests.</p>
Course Objectives:	<ol style="list-style-type: none"> 1. Understand and use computer system components, including keyboard, monitor, storage devices, and printer. 2. Demonstrate proper touch keyboarding techniques on alphabetic and numeric/symbol keys. 3. Key by touch straight-copy alphabetic material at a minimum rate of 40 net words a minute with no more than five errors on a three-minute timing. 4. Proofread and correct keyboarded material.
Major Topics:	<p>I. Basic Computer Hardware (2 hours, lecture) A. Keyboard B. Monitors C. Storage Devices D. Printers</p> <p>II. Touch Method on the Alphabetic Keys and Developing Speed and Accuracy (5 hours, lecture) A. Correct posture B. Finger placement/home keys C. Speed development on alphabetic keys</p> <p>III. Touch Method on the Alphabetic Keys and Developing Speed and Accuracy (22 hours, lab) A. Correct posture B. Finger placement/home keys C. Speed development on alphabetic keys</p> <p>IV. Touch Method on the Numeric/Symbol Keys and Developing Speed and Accuracy (2 hours, lecture) A. Speed development on numeric keys B. Speed development on symbol keys C. Keyboard shortcuts</p> <p>V. Touch Method on the Numeric/Symbol Keys and Developing Speed and Accuracy (5 hours, lab) A. Speed development on numeric keys B. Speed development on symbol keys C. Keyboard shortcuts</p>
Total Lecture Hours:	9
Total Laboratory Hours:	27
Total Hours:	36
Primary Method of Evaluation:	3) Skills demonstration
Typical Assignment Using Primary Method of Evaluation:	Complete and submit timed writings with a goal of 40 NWAM (Net Words a Minute).

Critical Thinking Assignment 1:	Key unfamiliar copy supplied by the instructor at the rate of 40 net words per minute with no more than 5 errors, demonstrating good touch technique for three minutes. Submit timed writing report.
Critical Thinking Assignment 2:	Examine copy to calculate keyboarding speed. Develop a strategy for improvement. Document in a one page report.
Other Evaluation Methods:	Other (specify)
Instructional Methods:	Demonstration, Lecture
If other:	
Work Outside of Class:	Answer questions, Skill practice, Study
If Other:	
Up-To-Date Representative Textbooks:	Mitchell, William, <u>Keyboarding and Applications</u> , 7th ed., EMC/Paradigm Pub. Inc., 2018.
Alternative Textbooks:	
Required Supplementary Readings:	
Other Required Materials:	
Requisite:	
Category:	
Requisite course(s): List both prerequisites and corequisites in this box.	
Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).	
Requisite Skill:	
Requisite Skill and Matching Skill(s): Bold the requisite skill(s). If applicable	
Requisite course:	
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Requisite Skill:	

Requisite Skill and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s). If applicable	
Enrollment Limitations and Category:	
Enrollment Limitations Impact:	
Course Created by:	K. Powell and S. Aoto
Date:	03/01/1989
Original Board Approval Date:	
Last Reviewed and/or Revised by:	David Pahl
Date:	11/18/2021
Last Board Approval Date:	01/18/2022