

CBA G011N: INTRODUCTION TO KEYBOARDING

Item	Value
Curriculum Committee Approval Date	10/04/2022
Top Code	051400 - Office Technology/Office Computer Applications
Units	0 Total Units
Hours	27 Total Hours (Lab Hours 27)
Total Outside of Class Hours	0
Course Credit Status	Noncredit (N)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	Yes; Repeat Limit 99
Open Entry/Open Exit	No
Grading Policy	P/NP/SP Non-Credit (D)

Course Description

Formerly: CBA G101N. This noncredit course is designed for individuals who have no formal training in keyboarding. Students are taught keyboarding skills which are essential to learn other computer applications and to perform other essential tasks on a computer. Students will learn the keys on the keyboard by positioning fingers on the correct key, use correct hand positioning as well as seating and posture for efficient keyboarding. NOT DEGREE APPLICABLE. Not Transferable.

Course Level Student Learning Outcome(s)

1. Course Outcomes
2. Type a minimum of 30 words per minute with five or less errors on a two minute timed proficiency test.
3. Demonstrate mastery of alphabetic letters both lowercase and capitals, numbers, and symbol key reaches by touch.
4. Evaluate skills on practice work and timed proficiency tests by proofreading work, measuring speed development and identifying errors.

Course Objectives

- 1. Identify and use home row keys, top-row keys, bottom-row keys and number and symbol keys.
- 2. Identify and use shift keys, enter key, backspace key, tab key and caps lock key.
- 3. Use keyboarding posture and techniques in daily keyboarding activities.
- 4. Review keyed copy to identify errors, verify format, and apply methods for correction and improvement.
- 5. Evaluate skill drills in sentences and in paragraphs.

Lecture Content

Lab Content

Introduction to keyboarding by touch Computer parts and posture Home row keys Top row keys Bottom row keys Fourth row number and symbol

keys Learning to keyboard Letter key (lowercase and capital letter) Shift keys Shortcut keys Enter and Backspace keys Tab and Caps Lock keys Developing and Improving Basic Skills Letter key (lowercase and capital) drills and practices Number key drills and practices Symbol key drills and practices Skill Building and Timed Proficiency Tests Mastering the keys Speed development Accuracy control Skill Drills Speed Determination Error identification Concepts application Speed Boosters Sentence Repetition Practicing paragraphs Timed tests

Method(s) of Instruction

- Enhanced NC Lab (NC2)
- Online Enhanced NC Lab (NC6)
- Live Online Enhanced NC Lab (NCA)

Out-of-class Assignments

Practice typing to improve techniques, speed, and/or accuracy control. Review material prior to completing general information testing.

Demonstration of Critical Thinking

Students will identify errors and develop solution to correct errors.

Required Writing, Problem Solving, Skills Demonstration

Students will demonstrate correct finger placement on keys to type letters, numbers, and symbol-keys through daily keyboarding assignments. Students will take practice timed typing tests at periodic intervals and an "official" timed typing tests to demonstrate keyboarding speed and accuracy without looking at the keyboard.

Eligible Disciplines

Business: Master's degree in business, business management, business administration, accountancy, finance, marketing, or business education OR bachelor's degree in any of the above AND master's degree in economics, personnel management, public administration, or Juris Doctorate (J.D.) or Legum Baccalaureus (LL.B.) degree OR bachelor's degree in economics with a business emphasis AND master's degree in personnel management, public administration, or J.D. or LL.B. degree OR the equivalent. Master's degree required. Office technologies (secretarial skills, office systems, word processing, ...: Any bachelor's degree and two years of professional experience, or any associate degree and six years of professional experience.

Other Resources

1. TypingClub website