Degree Applicable Glendale Community College

April 2013

COURSE OUTLINE

Computer Applications and Business Office Technologies 200
Introduction to Computer Keyboarding

I. Catalog Statement

Computer Applications & Business Office Technologies 200 develops the basic skills and keyboard techniques needed to work with a computer keyboard. Accuracy is stressed because a single error may result in inputting or retrieving incorrect information or no information at all. The effect of modifier and function keys unique to the computer keyboard is reviewed.

Total Lecture Units: 0.5
Total Laboratory Units: 1.0
Total Course Units: 1.5

Total Lecture/Demonstration Hours: 8.0
Total Laboratory Hours: 16.0
Total Faculty Contact Hours: 24.0

Recommended Preparation: Eligibility for Computer Applications and Business Office Technologies 102, or equivalent.

II. Course Entry Expectations

Skills Level Ranges: Reading 4; Writing 4; Listening-speaking 4; Math 1.

III. Course Exit Standards

Upon successful completion of the required coursework, the students will be able to:
1. type by touch with 90% accuracy with a minimum speed of 20 words per minute;
2. demonstrate proper finger and hand techniques while keyboarding;
3. demonstrate basic knowledge of operating a computer.

IV. Course Content **Total Contact Hours = 24**

A. Introduction to the Course 2 hours
   1. Hardware
   2. Keyboarding software

B. Mastery of the Keyboard 10 hours

1. Home row keys
2. Alphabet keys
3. Number keys
4. Punctuation and symbol keys

C. Modifier Keys 5 hours
1. Tab, shift, return and delete
2. Control, option, alt, command
3. Numeric keypad and arrow keys

D. Speed and Control Development 5 hours

E. Reference Manual
1. Spacing with punctuation 2 hours
2. Capitalization

V. Methods of Instruction

The following methods instruction may be used in the course:
1. lecture/demonstration;
2. hands-on activities.

VI. Out of Class Assignments

The following out of class assignments may be used in the course:
1. drills and timings for all required lessons (e.g. 1- and 3-minute timings, spacing, punctuation, and reference manual rules and information).

VII. Methods of Evaluation

The following methods of evaluation may be used in the course:
1. examinations.

VIII. Textbook

Ober, Johnson, Zimmerly. *Gregg College Keyboarding*, Current ed.
Boston: Glencoe/McGraw-Hill, 2011.
10th Grade Textbook Reading Level. ISBN: 0-07-737714-1.

XI. Student Learning Outcomes

1. type by touch with 90% accuracy with a minimum speed of 20 words per minute;
2. demonstrate proper finger and hand techniques while keyboarding;
3. demonstrate basic knowledge of operating a computer.