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Business (BUSN)1601 Beginning Keyboarding (1 Unit) CSU
[formerly Business 1A; Business]

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended

Total Hours: 48 hours lab

Catalog Description: A beginning course in keyboarding, Business 1601 uses a multi-component instructional program which offers a high degree of flexibility and is designed to allow for individual progress. The major objectives are to teach the keyboard including the alphabet, number and symbol keys and to develop touch control of the keyboard.

Type of Class/Course: Degree Credit

Text:

Ober, Hanson, Johnson, Rice, Poland, Rossetti. *Gregg College Keyboarding & Document Processing Microsoft 2013 Manual top Accompany*. 11th revised ed. New York: McGraw-Hill Book Company. 2014. Print.

Additional Instructional Materials: Student Data Disk

Course Objectives:

Business 1601 is designed to enable the student to demonstrate the following abilities upon completion of Lesson 20:

1. Keyboarding Skill:
 - a. to operate by touch the letter, number, and symbol keys,
 - b. to demonstrate proper typing technique,
 - c. to identify and count typing errors and determine speed, and
 - d. to type 28 words a minute on a 2-minute timing with no more than 5 errors.
2. Language Arts:
 - a. to use the correct spacing with punctuation.
3. Technical:
 - a. to answer correctly at least 90 percent of the questions on an objective test.

Course Scope, Content and Student Learning Outcomes:

1. Keyboarding - The Alphabet

Home keys (FJDKSLA;), space bar and enter key
 Keys H E O R and keys M T P C
 Right shift V W keys
 Determining speed

Learning Outcomes	Assessment
Ability to use the touch method to type the alphabet.	Technique Evaluation Form
Ability to use proper technique.	Technique Evaluation Form
Ability to type word patterns, phrases and sentences.	Timed Writing

2. Keyboarding - The Alphabet

Left shift G keys
 V B : X keys
 Y, Q I keys
 N Z ? keys
 Tab keys

Learning Outcomes	Assessment
Ability to use the touch method to type the alphabet.	Technique Evaluation Form
Ability to use proper technique.	Technique Evaluation Form
Ability to type paragraph text.	Timed Writing

3. Keyboarding - The Numbers

Number keys - 5 6 7 3 9
 Number keys - 8 2 0
 Number keys - 4 6 1

Learning Outcomes	Assessment
Ability to use the touch method to type numbers.	Technique Evaluation Form
Ability to use proper technique while typing the alphabet and numbers.	Technique Evaluation Form
Improved skill of the alphabet and numbers.	Timed Writing

4. Keyboarding - The Symbols

Symbol keys - \$ () !
 Symbol keys - _ * # `
 Symbol keys - & % " @

Learning Outcomes	Assessment
Ability to use the touch method to type the symbol keys.	Technique Evaluation Form
Ability to use proper technique while typing the alphabet, numbers,	Technique Evaluation Form and

symbols.	skillbuilding exercises
Improved skill in typing the alphabet, numbers, and symbols	Timed Writing

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 16 hours outside of the regular class time doing the following:

1. Skill practice

Methods of Instruction:

1. Assignment of keyboard, speed, and accuracy drills through the textbook and a correlated software instruction program,
2. presentation of technical information through textbook, programmed work guides and instructor handouts,
3. assignment of practice work on progress checks,
4. individual assistance and guidance from instructor and lab assistants, and
5. repetition of assignments with individual assistance when deemed necessary by instructor.

Methods of Evaluation:

1. Computational or non-computation problem-solving demonstrations, including:
 - a. exams
2. Skill demonstrations, including:
 - a. computer technique evaluations
 - b. progress checks
3. Other examinations, including:
 - a. multiple choice
 - b. matching items
 - c. true/false items
 - d. completion items

Supplemental Data:

<u>TOP Code:</u>	<u>051400 Office Technology</u>
<u>SAM Priority Code:</u>	D: Possibly Occupational
<u>Funding Agency:</u>	<u>Y: Not Applicable</u>
<u>Program Status:</u>	<u>I: Program Applicable</u>

<u>Noncredit Category:</u>	<u>Y: Not Applicable</u>
<u>Special Class Status:</u>	<u>N: Course is not a special class</u>
<u>Basic Skills Status:</u>	<u>N: Not Applicable</u>
<u>Prior to College Level:</u>	<u>Y: Not Applicable</u>
<u>Cooperative Work Experience:</u>	<u>N: Course is not a part of a cooperative education program</u>
<u>Eligible for Credit by Exam:</u>	<u>Yes</u>
<u>Eligible for Pass/No Pass:</u>	<u>Yes</u>