

BUTTE COLLEGE

COURSE OUTLINE

I. CATALOG DESCRIPTION

BCIS 20 - Beginning Keyboarding

2 Unit(s)

Prerequisite(s): NONE

Recommended Prep: Reading Level IV; English Level III

Transfer Status: CSU

25.5 hours Lecture

25.5 hours Lab

This course is designed for the student who has had little or no previous training in the operation of a keyboard. Students learn to type by touch, to use appropriate keyboarding techniques, and to develop speed and accuracy.

II. OBJECTIVES

Upon successful completion of this course, the student will be able to:

- A. Enter straight-copy alphabetic material using proper touch techniques at a minimum of 25 words a minute for three minutes with no more than three errors.
- B. Enter top-row numbers and special symbols using proper touch techniques at a minimum of 20 words a minute for one minute with no more than one error.
- C. Compose and edit documents at the keyboard utilizing good language arts skills, proper proofreading techniques, use of appropriate format, and accurate source citation.

III. COURSE CONTENT

A. Unit Titles/Suggested Time Schedule

Lecture

<u>Topics</u>	<u>Hours</u>
1. Learning Alphabetic Keys	8.50
2. Figures and Symbol Keys	6.00
3. Extended Skillbuilding	7.00
4. Entering Text	4.00
Total Hours	25.50

Lab

<u>Topics</u>	<u>Hours</u>
1. Alphabetic Key Drill	8.50
2. Number and Special Symbol Drill	6.00
3. Skillbuilding	7.00
4. Entering Text	4.00
Total Hours	25.50

IV. METHODS OF INSTRUCTION

- A. Lecture
- B. Instructor Demonstrations
- C. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture

V. METHODS OF EVALUATION

- A. Production Work
- B. Timed Writings
- C. Unit Test
- D. Technique Evaluation

VI. EXAMPLES OF ASSIGNMENTS

- A. Reading Assignments
 1. Read the handout on “Utilizing Proper Techniques to Increase Your Keyboarding Speed. Be prepared to demonstrate those techniques to your instructor.
 2. Read the section in the textbook titled "Learn Essential Formatting". Using the information, create and correctly format a document from unedited copy.
- B. Writing Assignments
 1. Prepare an e-mail to your instructor with a copy to one of your classmates. Your message should include your contact information, your major, and your plans after completing your studies at Butte College.
 2. Given a rough draft containing errors, you are to proofread, correct, and create an error-free copy.
- C. Out-of-Class Assignments
 1. Complete activities in a two-page study guide about proper keying techniques, proofreader's marks, numbers, and special symbols. Be prepared to discuss the information in class.
 2. After reviewing the rules on capitalization, complete the assigned activities and be prepared to discuss your answers in class.

VII. RECOMMENDED MATERIALS OF INSTRUCTION

Textbooks:

- A. VanHuss, Ph.D., Connie Forde, Ph.D., . Keyboarding Course Lessons 1 - 25. 19 Edition. Cengage, 2014.

Created/Revised by: Connie Petlack

Date: 04/04/2016