GAVILAN ☙ COLLEGE

5055 Santa Teresa Blvd
Gilroy, CA 95023

Course Outline

COURSE: CSIS 122   DIVISION: 50   ALSO LISTED AS:

TERM EFFECTIVE: Spring 2021   CURRICULUM APPROVAL DATE: 10/13/2020

SHORT TITLE: COMPUTER KEYBOARD

LONG TITLE: Computer Keyboarding

Units	Number of Weeks	Type	Contact Hours/Week	Total Contact Hours
.5 TO 2	18	Lecture:	0	0
		Lab:	1.5 TO 6	27 TO 108
		Other:	0	0
		Total:	1.5 TO 6	27 TO 108

COURSE DESCRIPTION:

A self-paced course for students who wish to master the alphabetic and numeric keyboard on the computer. This course is designed for students who do not know the alphabetic keyboard by "touch" and for those who want to improve their ability to type straight copy with increased speed and accuracy. The course provides "hands-on" instruction to help students reach optimum computer keyboarding skills within a limited time. This is a pass/no pass course. Course may be repeated until 2 units are accrued.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES
        P - Pass/No Pass

REPEATABILITY: R - Course may be repeated
Maximum of 2 times, 2 credit hours

SCHEDULE TYPES:
        04 - Laboratory/Studio/Activity
        047 - Laboratory - LEH 0.7
        05 - Hybrid
        71 - Dist. Ed Internet Simultaneous
        72 - Dist. Ed Internet Delayed
        73 - Dist. Ed Internet Delayed LAB
        737 - Dist. Ed Internet LAB-LEH 0.7

STUDENT LEARNING OUTCOMES:

1. The student will key words, sentences, and paragraphs with good technique and speed.

Measure of assessment: exercises, skill exams

Year assessed, or planned year of assessment: 2016

2. The student will improve his/her keystroking technique & keyboarding speed and accuracy on sentence and paragraph copy.

Measure of assessment: exercises, skill exams

Year assessed, or planned year of assessment: 2016

3. The student will type alphabetic, number, and symbol keys by touch.

Measure of assessment: exercises, skill exams

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

Curriculum Approval Date: 10/13/2020

DE UPDATE ONLY

Part 1 (0.5 units, total of 26 lab hours)

Learning Alphabetic Keys

        Lesson 1-Home Row, Space Bar, Enter, I
        Lesson 1R-Review
        Lesson 2-E and

N

        Lesson 3-Review
        Lesson 4-Left Shift, H, T, Period
        Lesson 5-R, Right Shift, C, O
        Lesson 6-W, Comma, B, P
        Lesson 7-Review
        Lesson 8-G, Question Mark, X, U
        Lesson 9-Q, M, V, Apostrophe
        Lesson

10-Z, Y, Quotation Mark, Tab

        Lesson 11-Review
        Lesson 12-Review
        Lesson 13-Review

Student Performance Objective:

The student will type alphabetic keys by touch.

Part 2 (0.5 units, total of 26 lab

hours)

Learning Figure and Symbol Keys

Lesson 14-1 and 8

Lesson 15-5 and 0

Lesson 16-2 and 7

Lesson 17-4 and 9

Lesson 18-3 and 6

Lesson 19-$ and ?(hyphen), Number Expression

Lesson 20-# and

/

Lesson 21-% and !

Lesson 22-(and) and Backspace Key

Lesson 23-& and : (colon), Proofreaders? Marks

Lesson 24-Other Symbols

Lesson 25-Assessment

Learning Numeric Keypad

Lessons 1-4

Student

Performance Objectives:

The student will type number and symbol keys by touch.

The student will use numeric keypad to enter data.

Part 3 (0.5 units, total of 26 lab hours)

Skill Builder: Paragraphs

for Speed and Accuracy

Lessons A-T

Lesson A WRIT01, Goal: 16 wam/6 errors

Lesson B WRIT02, Goal: 16 wam/4 errors

Lesson C WRIT03, Goal: 16 wam/4 errors

Lesson D WRIT04,

Goal: 18 wam/6 errors

Lesson E WRIT05, Goal: 18 wam/4 errors

Lesson F WRIT06, Goal: 18 wam/4 errors

Lesson G WRIT07, Goal: 20 wam/6 errors

Lesson H WRIT08, Goal: 20

wam/4 errors

Lesson I WRIT09, Goal: 20 wam/4 errors

Lesson J WRIT10, Goal: 22 wam/6 errors

Lesson K WRIT11, Goal: 22 wam/4 errors

Lesson L WRIT12, Goal: 22 wam/4

errors

Lesson M WRIT13, Goal: 24 wam/6 errors

Lesson N WRIT14 Goal: 24 wam/4 errors

Lesson O WRIT15, Goal: 24 wam/4 errors

Lesson P WRIT16, Goal: 26 wam/6 errors

Lesson Q WRIT17, Goal: 26 wam/4 errors

Lesson RWRIT18, Goal: 26 wam/4 errors

Lesson S WRIT19, Goal: 26 wam/4 errors

Lesson T WRIT20, Goal: 26 wam/4 errors

Student

Performance Objectives:

The student will key words, sentences, and paragraphs with good technique and speed.

Part 4 (0.5 units, total of 26 lab hours)

Skill Builder: Letter Combinations

Skill

Units 1-20

       Skill Unit 1-Building Skill with ff and our

       Skill Unit 2-Building Skill with oo and est

       Skill Unit 3-Building Skill with dd and ence

       Skill Unit 4-Building Skill with pp and ing

       Skill

Unit 5-Building Skill with tt and per

       Skill Unit 6-Building Skill with bb, mm and ied

       Skill Unit 7-Building Skill with rr and con

       Skill Unit 8-Building Skill with gg, zz and ous

       Skill Unit

9-Building Skill with ee and un

       Skill Unit 10-Building Skill with cc, nn and ate

       Skill Unit 11-Building Skill with ll and ea

       Skill Unit 12-Building Skill with ss and tion

       Skill Unit 13-Building

Skill with CAPITALS and ance

       Skill Unit 14-Building Skill with CAPITALS and or

       Skill Unit 15-Building Skill with CAPITALS and ist

       Skill Unit 16-Building Skill with CAPITALS and ine

       Skill Unit

17-Building Skill with NUMBERS and on

       Skill Unit 18-Building Skill with NUMBERS and ive

       Skill Unit 19-Building Skill with a and o

       Skill Unit 20-Building Skill with Difficult Combinations

Student

Performance Objectives:

The student will improve his/her keystroking technique & keyboarding speed and accuracy on sentence and paragraph copy.

METHODS OF INSTRUCTION:

Computer assisted instruction, text lessons.

OUT OF CLASS ASSIGNMENTS:

Required Outside Hours: 0

Assignment Description: This is a lab class. There are no out of class assignments.

METHODS OF EVALUATION:

Writing assignments

Percent of total grade: 0.00 %

This is a degree-applicable course, but substantial writing assignments are NOT appropriate, because the course primarily: Involves skill demonstrations or problem solving

Problem-solving assignments

Percent of total grade: 20.00 %

20% - 50% Quizzes; Exams

Skill demonstrations

Percent of total grade: 50.00 %

REPRESENTATIVE TEXTBOOKS:

Required Representative Textbooks

VanHuss, Forde, Woo. Keyboarding Course,. SouthWestern,2016.

Reading Level of Text, Grade: Reading level of text, Grade: 12+ Verified by: Verified by:Venable

ARTICULATION and CERTIFICATE INFORMATION

       Associate Degree:

              GAV E1, effective 200370

       CSU GE:

              CSU E1, effective 200370

       IGETC:

       CSU TRANSFER:

              Transferable CSU, effective 200670

       UC TRANSFER:

              Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: N

Classification: Y

Noncredit Category: Y

Cooperative Education:

Program Status: 1 Program Applicable

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department:

CSU Crosswalk Course Number:

Prior to College Level: Y

Non Credit Enhanced Funding: N

Funding Agency Code: Y

In-Service: N

Occupational Course: D

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000536427

Sports/Physical Education Course: N

Taxonomy of Program: 051400