Cerro Coso College

Course Outline of Record Report

05/07/2020

BSOTC131 : Basic Computer Keyboarding

General Information

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Course Code (CB01) (CB01) :	BSOTC131
Course Title (CB02) (CB02) :	Basic Computer Keyboarding
Department:	Business Information Technolog
Proposal Start:	Fall 2020
TOP Code (CB03) :	(0514.00) Office Technology/Office Computer Applications
SAM Code (CB09) (CB09) :	Possibly Occupational
Distance Education Approved:	Yes
Course Control Number (CB00) (CB00) :	CCC000370765
Curriculum Committee Approval Date:	10/18/2019
Board of Trustees Approval Date:	12/12/2019
External Review Approval Date:	12/12/2019
Course Description:	This is a beginning-level keyboarding course designed to develop effective keyboarding skills with an emphasis on building correct touch-typing techniques for alphanumeric, symbol, and punctuation keys. A foundation in keyboarding speed and accuracy is developed and proofreader's marks are introduced. Successful completion of this class results in a minimum keyboarding speed of 15 net words per minute on a two-minute timed writing.
Submission Type:	Change to Content Input C-ID and revise course description, method of Instruction, method of evaluation, delivery methods, update textbook, and distance education. Add credit by exam increase SLO achievement levels. Last assessed Spring 2014: Added various discussions relevant to success.

Faculty Minimum Qualifications

Master Discipline Preferred:	No value
Alternate Master Discipline Preferred:	No value
Bachelors or Associates Discipline Preferred:	• Office Technologies (Secretarial skills, office systems, word processing, computer applications, automated office training)
Additional Bachelors or Associates Discipline:	• Computer Information Systems (Computer network installation, microcomputer technology, computer applications)

Course Formerly Known As

Course Formerly Known As

No Value

Course Development Options

Basic Skills Status (CB08) (CB08)

Course is not a basic skills course.

Course Special Class Status (CB13) (CB13)

Course is not a special class.

Grade Options

- Pass/No Pass
- Letter Grade methods
- Satisfactory Progress

☑ Allow Students to Gain Credit by Exam/Challenge

Allowed Number of Retakes

0

Course Prior to College Level (CB21)

Not applicable.

Rationale For Credit By Exam/Challenge

It is possible that students may come into the program with basic keyboarding skills, so we want to be able to accommodate their existing skills as credit where appropriate.

Retake Policy Description

Type:|Non-Repeatable Credit

☑ Allow Students To Audit Course

Associated Programs

☑ Course is part of a program (CB24)

Associated Program	Award Type
CC Office Clerk	Certificate of Achievement

Transferability & Gen. Ed. Options

Transferability

Transferable to CSU only

Transferability Status

Approved

C-ID	Categories	Transferability Status	Comparable Course
Office Technology/Business Information Worker	C-ID discipline	Pending	BSOT110

Units and Hours

Summary

Minimum Credit Units (CB07) (CB07)	1	**Total Course In-Class (Contact) Hours**	36	**Total Student Learning Hours**	54
Maximum Credit Units (CB06) (CB06)	1	**Total Course Out-of-Class Hours**	18	**Faculty Load**	-

Credit / Non-Credit Options

Course Credit Status (CB04) (CB04)

Credit - Degree Applicable

Course Non Credit Category (CB22) (CB22)

Credit Course.

Non-Credit Characteristics

No value

Course Classification Code (CB11) (CB11)

Credit Course.

Funding Agency Category (CB23) (CB23)

Not Applicable.

☐ Cooperative Work Experience Education Status (CB10) (CB10)

☐ Variable Credit Course

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	0.5	1
Lab Hours	1.5	-
Activity Hours	-	-

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	9
Lab	27
Activity	-
Total	36
Course Out-Of-Class Hours	
Lecture	18
Lab	-
Activity	-
Total	18

Time Commitment Notes for Students

No value

Faculty Load

Extra Duty: -

Faculty Load: -

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No value	No value	No value	No value

Requisites

Advisory

CSCIC070 - Computer Literacy

Students entering this class must be able perform the following on a computer:

- Differentiate between the operating system programs and the Internet
- Use a browser
- Perform file-management tasks, including navigation, saving, finding files, creating folders
- Send and receive email
- Find application programs and start them
- Unzip and extract files
- Differentiate between Word, Excel, and other Office Programs

CSCIC070 Computer Literacy fully prepares students for these tasks through a series of lessons and assignments.

AND

Advisory

ENGLC101 - Freshman Composition

In this course students read technical material including textbooks and other sources and prepare for effective written communication in the workplace. Critical Thinking reports are included in the assignments and college level reading and writing skills are expected. Effective writing skills are considered in all written work during the grading process.

English 101's focus on critical reading, writing, and effective use of language prepares students for the rigor of academic discourse in this course. In English C101 students write expository and argumentative essays that respond to a variety of rhetorical situations and incorporate university-level research. The course emphasizes critical reading, effective use of language, and analysis of university-level concepts presented in outside sources.

Entrance Skills

Skill	Content Review
No value	No value

Limitations on Enrollment

Limitation	Provide Rationale
No value	No value

Specifications

Methods of Instruction	Methods of Instruction Rationale
Skills Development and Performance	Twenty-five lessons are presented via Skills Assessment Management (SAM) that allow for skill-building and remediation cycles in order to increase keyboarding speed and accuracy to a level that at least meets the outcomes for this course. Select portions of the lessons are also submitted to the learning-management system.
Lecture	Lecture notes are provided in conjunction with the textbook lessons that guide students through development of skills.
Laboratory	Students key straight-copy work from the text and from the computer screen for the alphabetic and numeric keys. Symbols are introduced but not necessarily tested at this level. Students complete drills to practice use of proofreader's marks.
Demonstration	Guided demonstration of keyboarding skill is provided in the skills-assessment-management (SAM) environment.
Discussion	Discussions are initiated weekly on relevant topics including keyboarding concepts and topics relevant to college success and student resources. Topics also reflect self-assessment on ergonomics.

Assignments

A. Students read textbook chapters and complete keyboarding lessons using keyboarding software that is trackable by the instructor. For example, in Lesson 8 students practice use of the G, Question Mark, X, and U keys.
B. Activities include warm-up drills, new keys and reaches, textbook keying, skill-building, and timed writings followed by a review section.

Methods of Evaluation	Methods of Evaluation Rationale
Homework	Students complete twenty-five lessons that allow for skill-building and remediation cycles in order to increase keyboarding speed and accuracy to a level that at least meets the outcomes for this course.
Other	Two-minute timed writings: Each error is deducted at a rate of two words per minute. This number is deducted from the gross speed to determine the net speed.
Tests	Keyboard speed and accuracy is assessed and scored by a pre- and post-test.
Distance Education Description: how outcomes are evaluated	Students are to complete all weekly assigned activities, including discussions, as designated in the learning-management software.

Equipment

No Value

Textbooks

Author	Title	Publisher	Date	ISBN
Vanhuss, Susie H.; Forde, Connie M.; Woo, Donna L.	Keyboarding and Word Processing Complete Course Lessons 1-110	Cengage Learning	2017	978-1-337-10327-5

Other Instructional Materials

Description	Students require one Skills Assessment Management (SAM) for Keyboarding account code, available for purchase with a text or included in Cengage Unlimited.
Author	No value
Citation	No value

Description	Software: Microsoft Word 2016 or better edition. Microsoft Word is part of the Microsoft Office application software package. Word is the primary word processing software used by business and industry.
Author	No value
Citation	No value

Materials Fee

No

Learning Outcomes and Objectives

Course Objectives

No value

CSLOs

Key straight-copy alphanumeric material including symbols and punctuation using correct touch techniques at a minimum net rate of 15 words per minute on a 2-minute timing. Expected SLO Performance: 80.0

Identify and perform correct ergonomics for body position at a computer workstation. Expected SLO Performance: 80.0

Outline

Outline

A. Ergonomics for Keyboarding
a. Chair Height

b. Keyboard Height and Position
c. Body Position

C. Developing Keyboarding Skill
a. Alphabetic, Figure, and Symbol Keys
b. Numeric Keys

D. Proofreading
a. Error corrections
b. Spacing
c. Grammar and spelling

Lab Outline

Students key straight copy work from the text and from the computer screen for the following types of keystrokes:
A. Alphabetic Keys
a. Home Row; Space Bar;
b. Enter; I E and N left shift;
c. H; T; period R; right shift;
d. C; O W; Comma; B; P G; Question Mark;
e. X; U Q; M; V;
f. Apostrophe Z; Y;
g. Quotation Mark; Tab

B. Students complete skill building exercises:
a. Figure and Symbol Keys
b. Number Keys
c. $ and & dash: (hyphen)

C. Students complete number and character expression keystroking:
a. # and / % and ! (and)
b. Backspace Key &: and : (colon)
D. Students complete drills to practice use of:
a. Proofreader's Marks
b. Other Symbols

Delivery Methods

Delivery Method: Please list all that apply -Face to face -Online (purely online no face-to-face contact) -Online with some required face-to-face meetings (“Hybrid”) -Online course with on ground testing -iTV – Interactive video = Face to face course with significant required activities in a distance modality -Other

- Face to face
- Online (purely online no face-to-face contact)
- Online with some required face-to-face meetings (“Hybrid”)
- iTV – Interactive video = Face to face course with significant required activities in a distance modality

Rigor Statement: Assignments and evaluations should be of the same rigor as those used in the on-ground course. If they are not the same as those noted in the COR on the Methods of Evaluation and out-of-class assignments pages, indicate what the differences are and why they are being used. For instance, if labs, field trips, or site visits are required in the face to face section of this course, how will these requirements be met with the same rigor in the Distance Education section? Describe the ways in which instructor-student contact and student-student contact will be facilitated in the distance ed environments.

All paper assignments are identical to those in an onsite class, except that they are uploaded to the course shell into a learning management system as an attachment. Weekly class discussions including student to student contact are conducted by means of online

discussion forums within a learning management system. Uploaded quizzes or exams accessible through the class web site are used. Feedback in online discussion forums and through e-mail is used. Substantive critiques of all projects and at least general responses to discussion posts are provided. Rubrics, stated in the syllabus, are used to evaluate online discussion work but are not required. As with any on-ground class, departmental rubrics are used to guide the assessment of assignments.

Good practice requires both asynchronous and synchronous contact for effective contact. List the methods expected of all instructors teaching the course. -Learning Management System -Discussion Forums -Message -Other Contact - Chat/Instant Messaging -E-mail -Face-to-face meeting(s) -Newsgroup/Discussion Board -Proctored Exam -Telephone -iTV - Interactive Video -Other

- Discussion Forums
- Message
- Chat/Instant Messaging
- E-mail
- Newsgroup/Discussion Board

Software and Equipment: What additional software or hardware, if any, is required for this course purely because of its delivery mode? How is technical support to be provided?

The learning management system is accessible and compatible with support programs such as Kurzweil 3000.
Faculty will use the Canvas accessibility checker, along with other resources provided by our Distance Education Director, to ensure all learning materials are accessible, including but not limited to documents, pdfs, OERs, external websites, and videos.

Accessibility: Section 508 of the Rehabilitation Act requires access to the Federal government's electronic and information technology. The law covers all types of electronic and information technology in the Federal sector and is not limited to assistive technologies used by people with disabilities. It applies to all Federal agencies when they develop, procure, maintain, or use such technology. Federal agencies must ensure that this technology is accessible to employees and the public to the extent it does not pose an "undue burden". I am using -iTV—Interactive Video only -Learning management system -Publisher course with learning management system interface.

- Learning management system

Class Size: Good practice is that section size should be no greater in distance ed modes than in regular face-to-face versions of the course. Will the recommended section size be lower than in on-ground sections? If so, explain why.

The class size is from 25 to 45 students.