

# CAOT R801: KEYBOARDING (ALPHA AND NUMERIC)

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**Originator**

mpintocasillas

**College**

Oxnard College

**Discipline (CB01A)**

CAOT - Computer Apps/Office Tech

**Course Number (CB01B)**

R801

**Course Title (CB02)**

Keyboarding (Alpha and Numeric)

**Banner/Short Title**

Keyboarding (Alpha and Numeric)

**Credit Type**

Noncredit

**Start Term**

Fall 2020

**Catalog Course Description**

This course is for the beginning student and provides instruction and development of fundamental skills in the operation of the keyboard including letter, number, symbol, special keys, and the numeric keypad.

**Taxonomy of Programs (TOP) Code (CB03)**

0514.00 - \*Office Technology/Office Computer Applications

**Course Credit Status (CB04)**

N (Noncredit)

**Course Transfer Status (CB05) (select one only)**

C (Not transferable)

**Course Basic Skills Status (CB08)**

N - The Course is Not a Basic Skills Course

**SAM Priority Code (CB09)**

C - Clearly Occupational

**Course Cooperative Work Experience Education Status (CB10)**

N - Is Not Part of a Cooperative Work Experience Education Program

**Course Classification Status (CB11)**

J - Workforce Preparation Enhanced Funding

**Educational Assistance Class Instruction (Approved Special Class) (CB13)**

N - The Course is Not an Approved Special Class

**Course Prior to Transfer Level (CB21)**

Y - Not Applicable

**Course Noncredit Category (CB22)**

I - Short-Term Vocational

**Funding Agency Category (CB23)**

Y - Not Applicable (Funding Not Used)

**Course Program Status (CB24)**

1 - Program Applicable

**General Education Status (CB25)**

Y - Not Applicable

**Support Course Status (CB26)**

N - Course is not a support course

**Field trips**

May be required

**Grading method**

Noncredit

**Alternate grading methods**

Credit by exam, license, etc.

Letter Graded

Student Option- Letter/Pass

Pass/No Pass Grading

**Does this course require an instructional materials fee?**

No

**Repeatable for Credit**

Yes

**Number of times a student may enroll in this course**

Unlimited

**Units and Hours**

**Carnegie Unit Override**

No

**Total in-Class (full semester or term)**

**Total Minimum Contact/In-Class Hours (for full semester or term; not weekly)**

43

**Total Maximum Contact/In-Class Hours (for full semester or term; not weekly)**

43

**Total Student Learning**

**Total Student Learning**

**Total Minimum Student Learning Hours**

43

**Total Maximum Student Learning Hours**

43

**Student Learning Outcomes (CSLOs)**

Upon satisfactory completion of the course, students will be able to:

- |   |   |
|---|---|
| 1 | Demonstrate correct workstation technique |
| 2 | Demonstrate proper keystroking technique  |

- 3 Type 21 WPM in a three-minute timing with fewer than 3 errors
- 4 To operate the numeric keypad by touch

### Course Objectives

**Upon satisfactory completion of the course, students will be able to:**

- 1 Keyboard letter, number symbol, and special keys by touch
- 2 Keyboard at a minimum of 18 words per minute in a three-minute timing with 4 or fewer errors
- 3 Apply proper keyboarding technique
- 4 Enter numbers by touch using the numeric keypad at 6,000 key strokes per hour average

## Course Content

### Lecture/Course Content

1. Introduction to the course software Keyboardingonline.com
  - a. Logging in and out
  - b. Navigating the User Info, Setup, Introduction, Lessons Menu and additional features
  - c. Accessing student's Progress Report and Grade Report
2. Learning the Keypad
  - a. Lessons 1-11, introduction to the alphabetic keys
3. Numbers and Symbols
  - a. Lessons 25-33, introduction to the number and symbol keys
4. Three-Minute Timings
5. Ten-Key Mastery
  - a. Vertical and horizontal reaches
  - b. Employment Test
6. Keyboarding Technique
  - a. Keystoking
  - b. Workstation
  - c. Position at the keyboard

## Methods of Evaluation

**Which of these methods will students use to demonstrate proficiency in the subject matter of this course? (Check all that apply):**

Skills demonstrations

**Methods of Evaluation may include, but are not limited to, the following typical classroom assessment techniques/required assignments (check as many as are deemed appropriate):**

Other (specify)

Quizzes

Skills demonstrations

### Other

Discussion Questions

Evaluation Form

Timed Writings

## Instructional Methodology

**Specify the methods of instruction that may be employed in this course**

Class discussions

Distance Education

Demonstrations

Lecture

**Describe specific examples of the methods the instructor will use:**

The instructor will discuss the importance of proper technique--workstation, position at the keyboard, and keystoking--and demonstrate correct finger placement and posture.

## Representative Course Assignments

### Writing Assignments

Students will have discussion questions in the district's learning management system (LMS) and will provide written responses. Students will research terms associated with keyboarding, such as "ergonomics" and present their findings in writing.

### Reading Assignments

Students will read articles relating to keyboarding. The Technique Evaluation Form will be read and used for student evaluation on a regular basis. Students will read the on-screen introductions and instructions as they navigate from drill to drill, lesson to lesson.

### Skills Demonstrations

Students will practice keyboarding by touch to reinforce keys and reaches learned and to apply proper technique to gradually increase keyboarding skill and words per minute.

## Outside Assignments

### Textbooks and Lab Manuals

#### Resource Type

Software

#### Description

Keyboardingonline.com. Ellsworth.

## Library Resources

### Sufficient Library Resources exist

Yes

## Distance Education Addendum

### Definitions

#### Distance Education Modalities

Hybrid (51%–99% online)

Hybrid (1%–50% online)

100% online

### Faculty Certifications

Faculty assigned to teach Hybrid or Fully Online sections of this course will receive training in how to satisfy the Federal and state regulations governing regular effective/substantive contact for distance education. The training will include common elements in the district-supported learning management system (LMS), online teaching methods, regular effective/substantive contact, and best practices.

Yes

Faculty assigned to teach Hybrid or Fully Online sections of this course will meet with the EAC Alternate Media Specialist to ensure that the course content meets the required Federal and state accessibility standards for access by students with disabilities. Common areas for discussion include accessibility of PDF files, images, captioning of videos, Power Point presentations, math and scientific notation, and ensuring the use of style mark-up in Word documents.

Yes

## Regular Effective/Substantive Contact

### Hybrid (1%–50% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Topics will be presented for discussion with the opportunity to present and answer questions and provide feedback.

E-mail	Email will be used for individual interaction between professor and student and to send group emails with reminders of deadlines of upcoming events and course content.
Telephone	Telephone will be used for individual communication between professor and student to discuss more sensitive content.
Face to Face (by student request; cannot be required)	Individual face to face assistance will be provided as required.

**Hybrid (51%–99% online) Modality:****Method of Instruction****Document typical activities or assignments for each method of instruction**

E-mail	Email will be used for individual interaction between professor and student and to send group emails with reminders of deadlines of upcoming events and course content.
Asynchronous Dialog (e.g., discussion board)	Topics will be presented for discussion with the opportunity to present and answer questions and provide feedback.
Telephone	Telephone will be used for individual communication between professor and student to discuss more sensitive content.
Face to Face (by student request; cannot be required)	Individual face to face assistance will be provided as required.

**100% online Modality:****Method of Instruction****Document typical activities or assignments for each method of instruction**

Face to Face (by student request; cannot be required)	Individual face to face assistance will be provided as required.
E-mail	Email will be used for individual interaction between professor and student and to send group emails with reminders of deadlines of upcoming events and course content.
Asynchronous Dialog (e.g., discussion board)	Topics will be presented for discussion with the opportunity to present and answer questions and provide feedback.
Telephone	Telephone will be used for individual communication between professor and student to discuss more sensitive content.

**Examinations****Hybrid (1%–50% online) Modality**

Online  
On campus

**Hybrid (51%–99% online) Modality**

Online  
On campus

**Primary Minimum Qualification**

OFFICE TECHNOLOGIES

**Additional Minimum Qualifications****Minimum Qualifications**

Business Education

**Review and Approval Dates****Department Chair**

02/06/20

**Dean**

02/06/20

**Technical Review**

02/12/20

**Curriculum Committee**

02/12/20

**DTRW-I**

02/13/20

**Curriculum Committee**

2/26/2020

**Board**

03/10/2020

**CCCCO**

MM/DD/YYYY

**Control Number**

CCC000594057

**DOE/accreditation approval date**

MM/DD/YYYY