

**PALOMAR COLLEGE**  
**COURSE OUTLINE OF RECORD FOR**  
**DEGREE CREDIT COURSE**

  X   Transfer course     X   A.A. degree applicable course  
(check all that apply)

**COURSE NUMBER AND TITLE:** BUS 165   Keyboarding

**UNIT VALUE:** 1

**MINIMUM NUMBER OF SEMESTER HOURS:** 32

**BASIC SKILLS REQUIREMENTS:** Appropriate language skills.

**ENTRANCE REQUIREMENTS:** None

**PREREQUISITE:** None

**COREQUISITE:** None

**RECOMMENDED PREPARATION:** None

**SCOPE OF COURSE:** Touch-typing of alphabetic, numeric and symbol keys on a computer keyboard; development of speed and accuracy on straight copy; introduction to basic business document formatting. *May be open entry/open exit.* CSU

**SPECIFIC COURSE OBJECTIVES:** Successful students will

1. touch-type the alphabet keys on straight copy for 1 minute at a minimum speed of 24 gwam with 1 error, or a speed of 22 net words a minute;
2. touch-type the alphabet keys on straight copy for 2 minutes at a minimum speed of 24 gwam with 2 errors, or a speed of 20 net words a minute;
3. touch-type the alphabet keys on straight copy for 3 minutes at a minimum speed of 24 gwam with 3 errors, or a speed of 18 net words a minute;
4. identify the location of, and demonstrate the correct fingering skills for the number, symbol, and punctuation keys; and, where applicable, the basic function keys of the computer keyboard.

5. possess a knowledge of and demonstrate the production of basic business documents.
6. apply and interpret proofreading skills to straight-copy timings, and find and correct errors made on documents.

#### **CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:**

1. Introduction to computer hardware and software.
2. Practice of good typing techniques.
3. Touch typing of alphabetic keyboard.
4. Location and correct fingering of numeric, symbol, and punctuation keys.
5. Skillbuilding on a variety of material designed for speed and/or accuracy improvement.
6. One-, two-, and three-minute timings on straight copy.
7. Keyboarding applications and basic document formatting.
8. Use of special function keys.
9. Development of proofreading skills.

#### **REQUIRED READING:**

Ober, Scott, et al. Gregg College Keyboarding Home Kit 1-20. 9 edition. Novato: McGraw-Hill, 2003.

**SUGGESTED READING:** Manufacturer's manuals for computer.

**REQUIRED WRITING:** Skills demonstration more appropriate. Students will be timed frequently on straight copy for one-, two-, and three-minute timed writings. Practice will be given in formatting and keyboarding a variety of one-page business documents.

#### **OUTSIDE ASSIGNMENTS:**

**Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short term classes.** Review of practice material, techniques, and concepts introduced in class.

#### **INSTRUCTIONAL METHODOLOGY:**

**Check all that apply:**

- lecture
- laboratory
- lecture-laboratory combination
- directed study

This course can be taught in an 8-week instructor-led lab or in an open-entry/open-exit learning environment. Whichever format is chosen, the instructor observes students' techniques and immediately reinforces or corrects students' practice.

**This course may be offered as a distance education course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.**

Yes  No

**If yes, check all that apply.**

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- Two-Way Video Conferencing (Two-way interactive video and audio)
- One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

**GRADING POLICY AND STANDARDS** (include methods of determining whether the stated objectives have been met by students):

Highest 1-minute timing with 1 error or less	25%
Highest 2-minute timing with 2 errors or less	25%
Highest 3-minute timing with 3 errors or less	25%
Average of business document packet	10%
Final Exam	15%

**IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?**

Yes  No  Number of times course may be taken for credit: 1

If yes, identify specific provision of Title 5 Division 2 section(s) 55761-55763 and 58161 which qualifies course as repeatable:

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**SIGNATURES ON FILE**