



El Camino College  
COURSE OUTLINE OF RECORD – Approved

**I. GENERAL COURSE INFORMATION**

**Subject and Number:** Business 60A  
**Descriptive Title:** Microcomputer Keyboarding I  
**Course Disciplines:** Office Technologies  
**Division:** Business

**Catalog Description:**

In this course, the student will learn the touch keyboarding method for alphabetic and numeric/symbol keys on microcomputers with an emphasis on developing acceptable speed (40 net words a minute) and accuracy levels. This course is recommended for students who need to develop speed and accuracy skill for personal or business use.

Note: Letter grade or pass/no pass option.

**Conditions of Enrollment:**

*You have no defined requisites.*

**Course Length:**  Full Term **Other (Specify number of weeks):**  
**Hours Lecture:** 0.50 hours per week TBA  
**Hours Laboratory:** 1.50 hours per week TBA  
**Course Units:** 1.00

**Grading Method:** Both  
**Credit Status:** Associate Degree Credit

**Transfer CSU:**  **Effective Date:** Prior to July 1992  
**Transfer UC:**  No

**General Education:**

El Camino College:

CSU GE:

IGETC:

## II. OUTCOMES AND OBJECTIVES

**A. COURSE STUDENT LEARNING OUTCOMES (The course student learning outcomes are listed below, along with a representative assessment method for each. Student learning outcomes are not subject to review, revision or approval by the College Curriculum Committee)**

**SLO #1 Key by Touch**

Key by touch straight-copy alphabetic material at a minimum rate of 40 net words per minute with no more than five errors on a 3-minute timing.

**SLO #2 Techniques**

Demonstrate proper touch keyboarding techniques on alphabetic and numeric/symbol keys.

The above SLOs were the most recent available SLOs at the time of course review. For the most current SLO statements, visit the El Camino College SLO webpage at <http://www.elcamino.edu/academics/slo/>.

**B. Course Student Learning Objectives (The major learning objective for students enrolled in this course are listed below, along with a representative assessment method for each)**

1. Understand and use microcomputer system components, including keyboard, monitor, storage devices, and printer.  
**Performance exams**
2. Demonstrate proper touch keyboarding techniques on alphabetic and numeric/symbol keys.  
**Performance exams**
3. Key by touch straight-copy alphabetic material at a minimum rate of 40 net words a minute with no more than five errors on a three-minute timing.  
**Performance exams**
4. Proofread and correct keyboarded material.  
**Performance exams**

**III. OUTLINE OF SUBJECT MATTER (Topics are detailed enough to enable a qualified instructor to determine the major areas that should be covered as well as ensure consistency from instructor to instructor and semester to semester.)**

Lecture or Lab	Approximate Hours	Topic Number	Major Topic
Lecture	2	I	Basic Computer Hardware A. Keyboard B. Monitors C. Storage Devices D. Printers
Lecture	5	II	Touch method on the alphabetic keys and developing speed and accuracy A. Correct posture B. Finger placement/home keys C. Speed development on alphabetic keys

Lab	22	III	Touch method on the alphabetic keys and developing speed and accuracy A. Correct posture B. Finger placement/home keys C. Speed development on alphabetic keys
Lecture	2	IV	Touch method on the numeric/symbol keys and developing speed and accuracy A. Speed development on numeric keys B. Speed development on symbol keys C. Keyboard shortcuts
Lab	5	V	Touch method on the numeric/symbol keys and developing speed and accuracy A. Speed development on numeric keys B. Speed development on symbol keys C. Keyboard shortcuts
<b>Total Lecture Hours</b>		9	
<b>Total Laboratory Hours</b>		27	
<b>Total Hours</b>		36	

#### IV. PRIMARY METHOD OF EVALUATION AND SAMPLE ASSIGNMENTS

##### A. PRIMARY METHOD OF EVALUATION:

Skills demonstrations

##### B. TYPICAL ASSIGNMENT USING PRIMARY METHOD OF EVALUATION:

Complete and submit timed writings with a goal of 40 NWAM (Net Words a Minute).

##### C. COLLEGE-LEVEL CRITICAL THINKING ASSIGNMENTS:

1. Key unfamiliar copy supplied by the instructor at the rate of 40 net words per minute with no more than 5 errors, demonstrating good touch technique for three minutes. Submit timed writing report.
2. Examine copy to calculate keyboarding speed. Develop a strategy for improvement. Document in a one page report.

##### D. OTHER TYPICAL ASSESSMENT AND EVALUATION METHODS:

Other (specify):

Timed writings

#### V. INSTRUCTIONAL METHODS

Demonstration

Lecture

**Note: In compliance with Board Policies 1600 and 3410, Title 5 California Code of Regulations, the Rehabilitation Act of 1973, and Sections 504 and 508 of the Americans with Disabilities Act, instruction delivery shall provide access, full inclusion, and effective communication for students with disabilities.**

## VI. WORK OUTSIDE OF CLASS

Study  
Answer questions  
Skill practice

**Estimated Independent Study Hours per Week: 1**

## VII. TEXTS AND MATERIALS

### A. UP-TO-DATE REPRESENTATIVE TEXTBOOKS

Mitchell, William. Keyboarding and Applications. 7<sup>th</sup> ed. EMC/Paradigm Pub. Inc., 2018

### B. ALTERNATIVE TEXTBOOKS

### C. REQUIRED SUPPLEMENTARY READINGS

### D. OTHER REQUIRED MATERIALS

## VIII. CONDITIONS OF ENROLLMENT

### A. Requisites (Course and Non-Course Prerequisites and Corequisites)

Requisites	Category and Justification
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### B. Requisite Skills

Requisite Skills
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### C. Recommended Preparations (Course and Non-Course)

Recommended Preparation	Category and Justification
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### D. Recommended Skills

Recommended Skills
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### E. Enrollment Limitations

Enrollment Limitations and Category	Enrollment Limitations Impact
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Course created by K. Powell and S. Aoto on 03/01/1989.

**BOARD APPROVAL DATE:**

**LAST BOARD APPROVAL DATE: 12/17/2018**

Last Reviewed and/or Revised by: Randy Harris  
19612

Date: 9/25/2018