

SAN DIEGO COMMUNITY COLLEGE DISTRICT  
CONTINUING EDUCATION  
COURSE OUTLINE

**SECTION I**

**SUBJECT AREA AND COURSE NUMBER**

OFSY 541

**COURSE TITLE**

KEYBOARDING-MULTILEVEL

**TYPE COURSE**

NON-FEE

VOCATIONAL

**CATALOG COURSE DESCRIPTION**

This course emphasizes proper keyboarding techniques and the operation of a computer. Instruction includes typing tasks found in a business office such as letters and memos. Increasing a student's typing speed, addressing proper business practices, reinforcing grammar, punctuation and spelling skills are emphasized. (FT)

**LECTURE/LABORATORY HOURS**

90

**ADVISORIES**

NONE

**RECOMMENDED SKILL LEVEL**

Eighth grade reading level, ability to communicate effectively in the English language.

**INSTITUTIONAL STUDENT LEARNING OUTCOMES**

1. Social Responsibility  
SDCE students demonstrate interpersonal skills by leaning and working cooperatively in a diverse environment.
2. Effective Communication  
SDCE students demonstrate effective communication skills.
3. Critical Thinking  
SDCE students critically process information, make decisions, and solve problems independently or cooperatively.

INSTITUTIONAL STUDENT LEARNING OUTCOMES (CONTINUED)

4. Personal and Professional Development

SDCE students pursue short term and life-long learning goals, mastering necessary skills and using resource management and self-advocacy skills to cope with changing situations in their lives.

COURSE GOALS

To demonstrate keyboarding technique and operation, such as correct reach and motion, typing data, composing, editing, and formatting on a combination of computers and/or keyboards; to demonstrate a variety of keyboarding skills, such as centering, spacing, and proofreading; to develop speed and accuracy in student's keyboarding progress; to facilitate independent and team problem solving so that students may successfully interact with employers, co-workers, and the public; to provide students with instruction in common business practices, ethics, and integrity; to introduce and relate training to career opportunities; and to assist the student in researching entry-level positions and setting career goals.

COURSE OBJECTIVES

Students will demonstrate through practical applications, written and oral communication skills, their ability to:

1. Demonstrate techniques and basic principles of keyboarding.
2. Demonstrate the knowledge of vocabulary and meaning of terms related to keyboarding, the world of business, and the concepts used in keyboarding operation for inputting and retrieving information.
3. Input alphabetic, numeric, and symbol information on a keyboard and input numbers on keyboard and/or separate ten-key pad.
4. Attain a minimum keyboarding speed on a five-minute timing consistent with the student's specific goal or course of study, or to meet industry standards.

**SECTION II**

COURSE CONTENT AND SCOPE

All topics of the course contain the following:

1. System Description
2. Component Function
3. Trouble Shooting Procedures
4. Related Terminology
5. Equipment Operation and Techniques
  - 5.1. Alphabetic keys
    - 5.1.1. Home row keys
    - 5.1.2. Upper case

### COURSE CONTENT AND SCOPE (CONTINUED)

- 5.1.3. Lower case
- 5.2. Numeric keys
- 5.3. Symbol and punctuation keys
- 5.4. 10-key numeric keypad
- 6. Basic Keyboarding Applications
  - 6.1. Centering
    - 6.1.1. Horizontal
    - 6.1.2. Vertical
  - 6.2. Margins
  - 6.3. Tabulations
- 7. Speed and Accuracy Development
- 8. Proper Document Styles
  - 8.1. Letters
    - 8.1.1. Block style
    - 8.1.2. Modified block style
    - 8.1.3. Personal block/modified block style
    - 8.1.4. Parts of a letter
    - 8.1.5. Two-page letter
  - 8.2. Memos

### APPROPRIATE READINGS

Appropriate readings may include, but are not limited to, textbooks, workbooks, instructor written handouts, office simulations, resource manuals, videos, tutorials, on-line assistance, and relevant industry periodicals.

### WRITING ASSIGNMENTS

Appropriate assignments may include, but are not limited to, completing assigned exercises and reports, maintaining a notebook or portfolio of class assignments and projects, providing written answers to assigned textbook questions, and composing documents as assigned. Writing assignments will enable the students to demonstrate understanding of basic office concepts and procedures and application of proper writing skills.

### OUTSIDE ASSIGNMENTS

Students are expected to spend a minimum of two hours per day outside class in practice and preparation for each day in class. Outside assignments may include, but are not limited to, reading texts and handouts, using tutorials required for successful completion of assigned tasks, completing simulations, and volunteering for course related projects.

### APPROPRIATE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING

Assignments which demonstrate critical thinking may include, but are not limited to, analyzing and providing written responses to designated assignments, researching appropriate additional readings, written evaluation of readings and classroom projects, and group or team discussion of readings and lectures.

### EVALUATION

The student's grade will be based on multiple measures of performance. The assessment will measure development of independent critical thinking skills and will include evaluation of the student's ability to:

1. Perform keyboarding techniques as assigned.
2. Apply theory to laboratory assignments, successfully completing the assigned hands-on projects and tests.
3. Perform on written and practical examinations.
4. Maintain attendance per current policy.

Upon successful completion of each individual course a Certificate of Course Completion will be issued. Upon successful completion of all courses included in the program a Certificate of Program Completion will be issued.

### METHOD OF INSTRUCTION

Methods of instruction will include, but are not limited to, lecture, lab, demonstration, individualized study, tutorials, group or team activities, and audio-visual aids. Other unique instructional strategies such as, field trips, guided student job assignments and guest speakers may also be utilized.

This course, or sections of this course, may be offered through distance education.

### TEXTS AND SUPPLIES

Texts must be current and relevant to the course such as:

*Keyboarding and Formatting Essentials, Lessons 1-60 (with CD-ROM, Susie VanHuss, Connie Forde, and Donna Woo, Paperback, current edition*

Appropriate keyboarding simulations may be:

*Keyboarding Pro 4 Software: 1 Year, Susie H. Vanhuss*

PREPARED BY Carol Everette DATE January 19, 1996

REVISED BY Sharian Lott DATE February, 2007

REVISED BY Instructional Services/SLO's Added DATE June 1, 2011

REVISED BY Jolene Lee DATE December 5, 2018

Instructors must meet all requirements stated in Policy 3100 (Student Rights, Responsibilities and Administrative Due Process), and the Attendance Policy set forth in the Continuing Education Catalog.

REFERENCES:

San Diego Community College District Policy 3100  
California Community Colleges, Title 5, Section 55002  
Continuing Education Catalog