



Course Outline

2026-2027 Catalog

BCIS 20 - Beginning Keyboarding

Catalog Description

Transfer Status: CSU

Unit(s): 1.50

Lecture: 8.50 Contact hours/17.00 Out of class hours/25.50 Total hours/0.50 Unit(s)

Lab: 51.00 Contact hours/0.00 Out of class hours/51.00 Total hours/1.00 Unit(s)

Total: 59.50 Contact hours/17.00 Out of class hours/76.50 Total hours/1.50 Unit(s)

Course Description: This course is designed for the student who has had little or no previous training in the operation of a keyboard. Students learn to type by touch, to use appropriate keyboarding techniques, and to develop speed and accuracy. Students learn to use common proofreader's marks in document editing.

Objectives

Upon successful completion of this course, the student should be able to:

1. Identify correct ergonomics and keyboarding technique and recognize the importance of correct technique in building speed and accuracy.
2. Demonstrate entry of straight-copy alphabetic material using proper touch techniques at a minimum of 25 words per minute for three minutes with no more than three errors.
3. Demonstrate entry of top-row numbers and symbols using proper touch techniques at a minimum of 20 words per minute for three minutes with no more than three errors.
4. Demonstrate the correct fingering for all letter, number, and manipulative keys using appropriate "touch" keyboarding techniques.
5. Demonstrate proper proofreading practice.

Course Content

Topic Titles / Suggested Time Topic

Lecture

<u>Topics</u>	<u>Lec Hrs</u>
Introducing Proofreading	1.00
Introducing Number and Symbol Keys	3.00
Introducing Alphabetic Keys	4.50
Total Hours:	8.50

Lab

<u>Topics</u>	<u>Lab Hrs</u>
Alphabetic Key Speed and Accuracy Drills	23.00
Number and Symbol Speed and Accuracy Drills	20.00
Skillbuilding	8.00
Total Hours:	51.00

Methods of Instruction

- A. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
- B. Lecture

Methods of Evaluation

- A. Written Assignments
- B. Production Work, Timed Writings, Technique Evaluations

Examples of Assignments

Reading Assignments

1. Read the "Business Letters" section of the textbook. Using the information, create and correctly format a document from unedited copy.
2. Read the handout on "Utilizing Proper Techniques to Increase Your Keyboarding Speed." Be prepared to demonstrate those techniques to your instructor.

Writing Assignments

1. Given a rough draft containing errors, proofread using proofreader's marks, correct, and create an error-free copy.

2. Prepare a properly formatted memo to your instructor. Your message should include your contact information, your major, and your plans after completing your studies at Butte College.

Out-of-Class Assignments

1. After reviewing the rules on capitalization, complete the assigned activities and be prepared to discuss your answers in class.
2. Complete activities in a two-page study guide about proper keying techniques, proofreader's marks, numbers, and special symbols. Be prepared to discuss the information in class.

Recommended Materials of Instruction

Ober, S., Johnson, J., & Zimmerly, A. (2011). Gregg College Keyboarding & Document Processing (GDP Online Platform); Lessons 1-60. *McGraw Hill*, 11th. 9780077319366.

Ellsworth, Barbara. (2024). Keyboarding Online Access Code. *Ellswor*, 16th. 9780997560947.

Minimum Qualifications

Office Technologies

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