

ABE 368A: BEGINNING TYPING - KEYBOARDING I

Originator

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Co-Contributor(s)**Name(s)**

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Justification / Rationale

Add online component

Effective Term

Fall 2022

Credit Status

Noncredit

Subject

ABE - Adult Basic Education

Course Number

368A

Full Course Title

Beginning Typing - Keyboarding I

Short Title

BEGINNING TYPING I

Discipline**Disciplines List**

Interdisciplinary-Basic Skills: Noncredit

Modality

Face-to-Face

100% Online

Catalog Description

This course focuses on basic keyboarding skills using a computer. Students learn all keys on the keyboard by using a computerized exercise program.

Schedule Description

A focus on beginning typing skills using a computer. Students will learn how to type without looking at their fingers. Students receive a Pass/No Pass grade mark.

Non-credit Hours

80

Lecture Units

0

Lab Units

0

In-class Hours

80

Out-of-class Hours

0

Total Course Units

0

Total Semester Hours

0

Override Description

Noncredit

Required Text and Other Instructional Materials
Resource Type

Web/Other

Description

EduTyping online keyboarding program

Class Size Maximum

50

Course Content

1. Correct fingering of the keyboard
2. Indentation
3. Tabulation
4. Words per minute assessment

Course Objectives

Objectives	
Objective 1	Memorize the keyboard letters, numbers, symbols, and function keys without looking, while increasing speed.
Objective 2	Reproduce indentation
Objective 3	Set up and tabulate columns

Student Learning Outcomes

Upon satisfactory completion of this course, students will be able to:	
Outcome 1	Use a keyboard to develop typing skills, including: the alphabet, numbers, symbols, constructing sentences, and increasing speed (wpm).

Methods of Instruction

Method	Please provide a description or examples of how each instructional method will be used in this course.
Individualized Study	Students are registered in the EduTyping program, in which they practice building their keyboarding skills through a series of increasingly difficult lessons. Advice, guidance, and instruction is provided as needed.

Methods of Evaluation

Method	Please provide a description or examples of how each evaluation method will be used in this course.	Type of Assignment
Self-paced testing	Instructor reviews student data recorded in the EduTyping reports for each learning area, such as: time spent, average speed, average accuracy, and errors, then advises and gives instruction as needed.	In and Out of Class

Assignments
Other In-class Assignments

-

1. Computerized exercises

Other Out-of-class Assignments

1. Computerized exercises

Grade Methods

Pass/No Pass Only

Distance Education Checklist

Instructional Materials and Resources

If you use any other technologies in addition to the college LMS, what other technologies will you use and how are you ensuring student data security?

EduTyping online program (the student data is protected)

If used, explain how specific materials and resources outside the LMS will be used to enhance student learning.

The at home access allows an unlimited opportunity to practice.

Effective Student/Faculty Contact

Which of the following methods of regular, timely, and effective student/faculty contact will be used in this course?

Within Course Management System:

Discussion forums with substantive instructor participation
Online quizzes and examinations
Private messages
Regular virtual office hours
Timely feedback and return of student work as specified in the syllabus
Weekly announcements

External to Course Management System:

Direct e-mail
Posted audio/video (including YouTube, 3cm mediasolutions, etc.)
Teleconferencing
Telephone contact/voicemail

Briefly discuss how the selected strategies above will be used to maintain Regular Effective Contact in the course.

Students have access to the instructor through discussion forums, weekly virtual office hours (morning and evening), private virtual office hours by appointment, Canvas email, direct email, zoom teleconferencing, and personal telephone when necessary. Additional discussion boards are attached to short subject videos.

Other Information

Provide any other relevant information that will help the Curriculum Committee assess the viability of offering this course in an online or hybrid modality.

The students enrolled in the Adult Basic Education High School or GED noncredit programs are most often working adults supporting families. The online version allows these students, who would otherwise find it difficult to attend scheduled in-class time slots, to continue their education. In this way, they can accommodate their educational goals during the hours that suit them best, while also meeting the needs of family and work schedules. There has been a noticeable jump in Course Completions (completed courses) since the online option became available.

MIS Course Data

CIP Code

53.0201 - High School Equivalence Certificate Program.

TOP Code

493062 - High School Diploma Program/GED

SAM Code

E - Non-Occupational

Basic Skills Status

Basic Skills

Prior College Level

Not applicable

Cooperative Work Experience

Not a Coop Course

Course Classification Status

Other Non-credit Enhanced Funding

Approved Special Class

Not special class

Noncredit Category

Elem/Secondary Basic Skills

Program Status

Program Applicable

Transfer Status

Not transferable

Allow Audit

No

Repeatability

Yes

Repeatability Limit

NC

Repeat Type

Noncredit

Justification

Noncredit course

Materials Fee

No

Additional Fees?

No

Approvals**Curriculum Committee Approval Date**

11/18/2021

Academic Senate Approval Date

12/09/2021

Board of Trustees Approval Date

01/21/2022

Chancellor's Office Approval Date

06/15/2011

Course Control Number

CCC000204606

Programs referencing this courseAdult High School Diploma (<http://catalog.collegeofthedesert.eduundefined/?key=188>)