

Course Outline of Record

1. Course Code: ABE-368A
2.
 - a. Long Course Title: Beginning Typing - Keyboarding I
 - b. Short Course Title: BEGINNING TYPING I
3.
 - a. Catalog Course Description:
 This course focuses on basic keyboarding skills using a computer. The student will learn all keys on the keyboard by using a computerized exercise program and start assignments in the text.
 - b. Class Schedule Course Description:
 A focus on beginning typing skills using a computer. Students will learn how to type without looking at their fingers.
 - c. Semester Cycle (if applicable): Course is offered Fall, Spring and Summer sessions.
 - d. Name of Approved Program(s):
 - SECONDARY EDUCATION (High School Diploma) Certificate of Completion
4. Total Units: 0 Total Semester Hrs: 80.00
 Lecture Units: 0 Semester Lecture Hrs: 0
 Lab Units: 0 Semester Lab Hrs: 80.00
 Class Size Maximum: 50 Allow Audit: No
 Repeatability Repeatable 3 Times
 Justification Noncredit course
5. Prerequisite or Corequisite Courses or Advisories:
Course with requisite(s) and/or advisory is required to complete Content Review Matrix (CCForm I-A)
N/A
6. Textbooks, Required Reading or Software: (List in APA or MLA format.)
 - a. Thomas Learning (2002). Keyboarding Pro Multimedia South-Western Educational Publishing.
 College Level: No
 Flesch-Kincaid reading level: 7
7. Entrance Skills: *Before entering the course students must be able:*
8. Course Content and Scope:
 Lecture:

<ol style="list-style-type: none"> 1. Correct fingering of the keyboard 2. Indentation 3. Tabulation 4. Words per minute assessment

 Lab: (if the "Lab Hours" is greater than zero this is required)

<ol style="list-style-type: none"> 1. Correct fingering of the keyboard 2. Indentation 3. Tabulation 4. Words per minute assessment

9. Course Student Learning Outcomes:
 1. Use a keyboard to type and develop typing skills.
 2. Construct sentences using a computer.
10. Course Objectives: *Upon completion of this course, students will be able to:*
 - a. Demonstrate knowledge of the keyboard, including: letters, numbers, symbols, and function keys

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- b. Demonstrate use of indentation
- c. Demonstrate use of tabulation

11. Methods of Instruction: (*Integration: Elements should validate parallel course outline elements*)

a. Laboratory

Other Methods:

Keyboarding Pro Multimedia

12. Assignments: (*List samples of specific activities/assignments students are expected to complete both in and outside of class.*)

In Class Hours: 80.00

Outside Class Hours: 0

a. In-class Assignments

- 1. Computerized exercises
- 2. Text exercises

b. Out-of-class Assignments

13. Methods of Evaluating Student Progress: *The student will demonstrate proficiency by:*

- Laboratory projects

14. Methods of Evaluating: Additional Assessment Information:

a. Exercises completed b. Attendance

15. Need/Purpose/Rationale -- *All courses must meet one or more CCC missions.*

PO-BS Independent Study Skills

Recognize that the responsibility for learning and growth is their own.

IO - Personal and Professional Development

Self-evaluate knowledge, skills, and abilities.

16. Comparable Transfer Course

University System	Campus	Course Number	Course Title	Catalog Year
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17. Special Materials and/or Equipment Required of Students:

18. Materials Fees: Required Material?

Material or Item

Cost Per Unit

Total Cost

19. Provide Reasons for the Substantial Modifications or New Course:

due for course review

20. a. Cross-Listed Course (*Enter Course Code*): *N/A*

b. Replacement Course (*Enter original Course Code*): *N/A*

21. Grading Method (*choose one*): Pass/No Pass Only

22. MIS Course Data Elements

a. Course Control Number [CB00]: CCC000204606

b. T.O.P. Code [CB03]: 493062.00 - Secondary Education (Grad

c. Credit Status [CB04]: N - Noncredit

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- d. Course Transfer Status [CB05]: C = Non-Transferable
- e. Basic Skills Status [CB08]: 1B = Course is a basic skills course
- f. Vocational Status [CB09]: Not Occupational
- g. Course Classification [CB11]: K - Other Noncredit Enhanced Funding
- h. Special Class Status [CB13]: N - Not Special
- i. Course CAN Code [CB14]: N/A
- j. Course Prior to College Level [CB21]: Y = Not Applicable
- k. Course Noncredit Category [CB22]: C - Elementary and Secondary Basic Skills
- l. Funding Agency Category [CB23]: Y = Not Applicable
- m. Program Status [CB24]: 1 = Program Applicable

Name of Approved Program (if program-applicable): SECONDARY EDUCATION (High School Diploma)
Attach listings of Degree and/or Certificate Programs showing this course as a required or a restricted elective.)

23. Enrollment - Estimate Enrollment

First Year: 0
Third Year: 0

24. Resources - Faculty - Discipline and Other Qualifications:

- a. Sufficient Faculty Resources: Yes
- b. If No, list number of FTE needed to offer this course: N/A

25. Additional Equipment and/or Supplies Needed and Source of Funding.

N/A

26. Additional Construction or Modification of Existing Classroom Space Needed. (Explain:)

N/A

27. FOR NEW OR SUBSTANTIALLY MODIFIED COURSES

Library and/or Learning Resources Present in the Collection are Sufficient to Meet the Need of the Students Enrolled in the Course: Yes

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28. Originator Tyrone Thomas Origination Date 02/27/18