NC 652: COMPUTER KEYBOARDING AND DOCUMENT PROCESSING

Citrus College Course Outline of Record

Heading	Value
Effective Term:	Fall 2024
Credits:	0
Total Contact Hours:	72
Lecture Hours :	54
Lab Hours:	18
Hours Arranged:	0
Outside of Class Hours:	108
Total Student Learning Hours:	180
Transferable to CSU:	No
Transferable to UC:	No
Grading Method:	Non-Credit Course

Catalog Course Description

This course introduces skills and techniques fundamental to touch keyboarding on a computer. This course also introduces document processing of letters, memorandums, reports, and tables. It is open to students with no previous keying experience. Open entry/exit. 54 lecture hours, 18 lab hours.

Course Objectives

- Demonstrate the ability to key letters, figures, and symbols by touch using correct stroking techniques.
- Demonstrate knowledge and correct use of the operative parts of the computer keyboard.
- Apply formatting procedures to produce letters, memos, reports, and tables.
- Analyze final drafts of documents for mailability.
- Touch keyboard straight copy timed writings for five minutes at a minimum rate of 25 NWAM (net words a minute).

Major Course Content

1. Introduction of the letter keys; basic skills development through drills and individual progress assessment.
2. Introduction of figures and special symbol keys; basic skills development through drills and individual progress assessment.
3. Introduction of the numeric keypad, basic skills development through drills and individual progress assessment.
4. Introduction of one, two, three, and five minute timed writings for speed and accuracy goals.
5. Formatting of letters, memorandums, reports, and tables in final mailable form.

Lab Content

1. Practice drills to learn keys by touch.
2. Timed writings to build speed and accuracy.
3. Quizzes to test technical knowledge of the keyboard

Suggested Reading Other Than Required Textbook

How 12 Administrative Office Handbook by Clark and Clark, Cengage Learning.

Examples of Required Writing Assignments

Create a 3-page MLA formatted report on any topic in Word and then create a 5-page APA formatted report on the same subject. Note the differences in the format presentation of the reports.

Examples of Outside Assignments

The student will complete a business letter in the block letter format with enclosure notations and envelope.

Instruction Type(s)

Lab, Lecture, Online Education Lab, Online Education Lecture