BUS 270: COLLEGE KEYBOARDING LEVEL 1

Proposer:

Name:	Email:
Jessica Gomez Boyer	jessicabo@cos.edu

Effective Term:

Fall 2026

Does this course use a CA Common Course Number

No

Credit Status:

Credit - Degree Applicable

Subject:

BUS - Business

Course Number:

270

Discipline:

And/Or	(	Discipline	)
		Business	

Catalog Title

College Keyboarding Level 1

COS Course Description

BUS 270 is an introductory keyboarding course designed to help students develop strong keyboarding skills to key alphabetic, numeric, and symbol keys correctly by touch; learn basic computer application skills of file management and word processing; and format basic business documents.

Method of Instruction:

Distance Education
Laboratory
Lecture and/or Discussion

Course Units/Hours:

Course Units Minimum:

3

Lecture Hours Minimum (week)

2.5

Lab Hours Minimum (week)

1.5

Activity Hours Minimum (week)

0

Total Contact Hours Minimum (semester)

70

Total Outside Hours Minimum (semester)

87.5

Total Student Learning Minimum Hours (semester)
157.5

Repeatability:
No

Open Entry/Exit:
No

Field Trips:
Not Required

Grade Mode:
Standard Letter

TOP Code:
051400 - * Office Technology/Office Computer Applications

SAM Code:
C - Clearly Occupational

Course Content

COS Methods of Evaluation:
Mulitple choice tests
Problem solving assignments or activities
Problem solving quizzes or exams
Skill demonstrations

COS Course Topics:

	COS Course Topics
1	Key by touch alphabetic, numeric, and symbol keys
2	File Management
3	Word processing applications
4	Memorandums
5	Letters
6	Proofreader's marks
7	Tables
8	Unbound reports
9	Extended skillbuilding

COS Course Objectives:

	COS Course Objectives
1	Key alphabetic, numeric, and symbol keys using appropriate keyboarding by touch techniques.
2	Correctly use file management to create folders and subfolders; rename, copy, move, and delete files and folders.
3	Use word processing software to create, format, and edit basic business documents.
4	Key by touch a minimum of 30 correct words a minute on a five-minute timing with no more than five errors.
5	Correctly use proofreader marks.

Course Outcomes:

	Course Outcomes
1	Students will be able to create and edit documents using word processing.
2	Given a five-minute timed test, students will type 30 correct words per minute or better by touch.

Assignments:

Assignment Type:	Details
Homework	Key by touch the assigned lessons on the course calendar from www.keyboardingonline.com program by Ellsworth Publishing Co. while meeting the required number of lines typed, the required keyboarding speed, and the required keyboarding accuracy.
Reading	Read the lessons on memos in Nuts and Bolts by Ellsworth Publishing Co.
Writing	After reading the lessons on memos in Nuts and Bolts by Ellsworth Publishing Co., write/type a memo explaining your educational goals. Use the assigned word processing program, use correct memo format, and use correct typing by touch.
Lab	A. Students practice building keyboard skills using an online program. B. Students create documents using word processing program for business applications.

Representative Texts, Manuals, and/or OER that is equivalent, Other Support Materials:

Texts used by individual institutions and even individual sections will vary. The list of representative texts must include at least one text with a publication date within five (5) years of the course outline approval date.

COS Textbooks or other support materials

Resource Type:	Details
Web/Other	Keyboard Mastery by Barbara Ellsworth Ellsworth Publishing Co., an online typing program that gives students immediate feedback while practicing to reach their keyboarding by touch goals.
Books	Nuts 'n' Bolts of Formatting by Barbara Ellsworth, Ellsworth Publishing Co. is an effective book that is a step-by-step process proven to teach students formatting skills of common business documents using Microsoft Word 2016 and 2019.
Books	Keyboarding Course: Lessons 1−25 (20th ed., 2019) VanHuss, Susie H.; Forde, Connie; Woo, Donna; Robertson, Julie A. Cengage Learning.
Books	Illustrated Microsoft Office 365 & Introductory. Beskeen, David; Cram, Carol M.; Duffy, Jennifer; Wilson, Rob. Cengage Learning, 2024. ISBN 9780357882566.

Other Degree Attributes

Degree Applicable
Not Transferable
Not a Basic Skills Course

Distance Learning Addendum

BUS 270 DLA.pdf

Banner Title:

College Keyboarding Level 1

Course Control Number:

CCC000188049

Equity Review

Select elements of the COR that were reviewed for equity. Must select at least one:

Textbooks / Other Support Materials
Units/Hours