

Las Positas College
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Course Outline for CIS 71B

KEYBOARD (NUMBERS AND SYMBOLS)

Effective: Fall 2010

I. CATALOG DESCRIPTION:

CIS 71B — KEYBOARD (NUMBERS AND SYMBOLS) — 1.00 units

Introduction to the numbers and symbol keys on the computer keyboard for touch typing. Review of alphabetic keys and common punctuation marks. Speed building and accuracy improvement.

1.00 Units Lab

Strongly Recommended

CIS 71A - Keyboarding (The Alphabet)

Grading Methods:

Letter or P/NP

Discipline:

- Computer Information Systems

	MIN
Lab Hours:	54.00
Total Hours:	54.00

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 3

III. PREREQUISITE AND/OR ADVISORY SKILLS:

Before entering this course, it is strongly recommended that the student should be able to:

- A. CIS71A

IV. MEASURABLE OBJECTIVES:

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

- Type all letters, numbers, and symbols on keyboard by touch;
- Use proper fingering and keystroking on a computer keyboard by touch;
- Maintain proper positioning at the computer to type with greater speed and accuracy;
- Use correct spacing after punctuation;
- Demonstrate a proficiency of 25 gwam on a 3-minute timed write with 3 or fewer errors; and
- Apply typing techniques to avoid muscle strain, eyestrain and fatigue and reduce repetitive stress injuries.

V. CONTENT:

- Numeric keys (0-9)
- Symbol keys, i.e., !, @, #, \$, %, ^, &, *, (,), <, >.
- Review of alphabetic keys
- Speed and accuracy building
- Keyboarding ergonomics
 - Avoiding repetitive stress injuries
 - Hand/wrist exercises

VI. METHODS OF INSTRUCTION:

- Keyboarding computer software
- One-on-one instructor review of student keyboarding techniques
- Instructor demonstration of keyboarding techniques and correct posture

VII. TYPICAL ASSIGNMENTS:

- Textbook Lesson Assignment 1. Observe simulated computer keyboarding demonstrations 2. Key numeric, symbol, and alphabetic drills from computer software 3. Key numeric, symbol, and alphabetic drills from the textbook 4. Complete 3-minute timed writings B. Technique Practice 1. Use the K finger to strike the 8 key; lightly press the 8 key; return the K finger to home position. Practice the 8 key reach until you can do so with confidence and without looking at our hands. 2. Use the S finger to strike the 2 key; lightly press the 2 key; return the S finger to home position. 3. Do not space between the dollar sign and the number 4. Do not space between the parentheses and the text within them.

VIII. EVALUATION:

A. **Methods**

1. Papers
2. Lab Activities
3. Other:
 - a.
 1. Official Timed-Writings
 - a. Minimum of four 3-Minute Timings with 3 or fewer errors
 - b. Minimum skills level of 25 gwam with three or fewer errors
 2. Final Written Project

B. **Frequency**

IX. TYPICAL TEXTS:

1. VanHuss/Forde/Woo *Keyboarding Course, Lesson 1-25*. 17th ed., South-Western Educational Publishing, 2008.
2. Mitchell, William and Ronald Kapper *Paradigm Keyboarding: Sessions 1-30*. 5th ed., EMC/ Paradigm, 2006.

X. OTHER MATERIALS REQUIRED OF STUDENTS:

- A. GoPrint card