Course Outline for CIS 71A

KEYBOARDING (THE ALPHABET)

Effective: Fall 2018

I. CATALOG DESCRIPTION:
CIS 71A — KEYBOARDING (THE ALPHABET) — 1.00 units

Introduction to the alphabet letter keys on the computer keyboard for touch-typing. Learn basic keyboarding techniques for accuracy and speed. This course is the first in a series of sequential courses in keyboarding instruction. Students are advised to take these courses in sequence for best training results.

1.00 Units Lab

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: 1

III. PREREQUISITE AND/OR ADVISORY SKILLS:

IV. MEASURABLE OBJECTIVES:
Upon completion of this course, the student should be able to:
   A. Use proper fingering and keystroking for all alphabetic characters on a computer keyboard by touch;
   B. Maintain proper positioning at the computer to type with greater speed and accuracy;
   C. Use correct spacing after punctuation;
   D. Demonstrate a proficiency minimum of 20 gwam on a 1-minute timed write with 1 or fewer errors; and
   E. Apply typing techniques to avoid muscle strain, eyestrain and fatigue.

V. CONTENT:
   A. The parts and functions of the computer keyboard
   B. Alphabetic keys
       1. Home Row
       2. Space Bar
       3. Enter Key
       4. Proper finger for all alphabetic keys and common punctuation marks
   C. Correct posture for keyboarding to improve accuracy and reduce fatigue and muscle strain
   D. Correct placement of monitor and typing materials to avoid eyestrain

VI. METHODS OF INSTRUCTION:
   A. Keyboarding software with video demonstration of technique and drills for mastery
   B. One-on-one instructor review of student keyboarding techniques
   C. Instructor demonstration of keyboarding techniques and correct posture
   D. **Lab** -

VII. TYPICAL ASSIGNMENTS:
   A. Hands-on Lessons - example of weekly work
       1. Log into Keyboard software and select Lesson 1. Complete sections A-J. In section J, the timed writing should be completed twice. Complete Lesson 1 Enrichment A, B, and C. Complete Lesson 1 for review by instructor. Student work is stored in keyboarding website and can be reviewed at the keystroke level by instructor and student.
   B. Practice Timed Writings
       1. In preparation for your official timed writing, ask the instructor for the CIS 71A Practice 1-Minute Timed Writings Handout or download from LMS. There are two practice timed writings. Each Practice Time Writing should be completed twice. Your goal for the timed writings will be 30 gross words per minute (gwpm) with 3 or less errors.
   C. Official Timed Writings
       1. Asked the instructor for the CIS 71A Official Timed Writing 1 handout or download from the CMS. Follow the instructions on the handout for completing the official timings.
       2. After you have completed your two timed writings. To be accepted, at least one of your timings can not have more than 1 error.

VIII. EVALUATION:
    A. **Methods**

        1. Other:
           a. Accurate completion of keyboarding lessons including warm-ups, introduction of new keys, skill-builders, textbook keying, and practice timed writings
           b. Technique observations (positioning, touch type)
           c. Official timed writings with minimum standards for acceptable work
           d. Final written project

    B. **Frequency**

        1. Weekly hands-on keyboarding assignments
        2. Technique observations throughout the length of the course
        3. Four or more official timed writings
        4. Final written project

IX. TYPICAL TEXTS:
    1. Vanhuss, Susie , and Donna Woo. *Keyboarding Course Lessons 1-25*. 20th ed., Cengage Learning, 2017.
    2. Ober, Scot, Jack Johnson, and Arlene Zimmerly. *Gregg College Keyboarding & Document Processing*. 11th ed., McGraw Hill Education, 2017.
    3. Mitchell, William, Patricia King, and Ronald Kapper. *Paradigm Keyboarding: Sessions 1-30*. 6th ed., Paradigm Education Solutions, 2013.
    4. Gregg College Keyboarding. McGraw Hill, (11e).

X. OTHER MATERIALS REQUIRED OF STUDENTS:
    A. GoPrint card
    B. The print card is needed in face to face versions of this class.