Course Outline for CIS 71

COMPUTER TYPING

Effective: Fall 1995

I. CATALOG DESCRIPTION:
   CIS 71 — COMPUTER TYPING — 1.00 units

   Self-paced, individualized courses in computer typing. Credit may be earned according to the level of competency achieved. Program may include the following: (A) Keyboarding (1 unit); (B) Keyboarding Numbers & Symbols (1 unit); (C) Skills Improvement (1 unit); (D) Speed and Accuracy Improvement (1 unit); (E) Keyboarding Control and Development (1 unit).

   1.00 Units Lab

   Strongly Recommended
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   Grading Methods:

   Discipline:

	MIN
Lab Hours:	54.00
Total Hours:	54.00

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 2

III. PREREQUISITE AND/OR ADVISORY SKILLS:

IV. MEASURABLE OBJECTIVES:
   Upon completion of this course, the student should be able to:

V. CONTENT:

VI. METHODS OF INSTRUCTION:
   A. **Lab** -

VII. TYPICAL ASSIGNMENTS:

VIII. EVALUATION:
   A. **Methods**

   B. **Frequency**

IX. TYPICAL TEXTS:

X. OTHER MATERIALS REQUIRED OF STUDENTS: