

Las Positas College  
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## Course Outline for CIS 71C

### SKILLS IMPROVEMENT

Effective: Fall 2018

#### I. CATALOG DESCRIPTION:

CIS 71C — SKILLS IMPROVEMENT — 1.00 units

Development of keyboarding skill for those students who have learned the location of the keys on the keyboard by touch and are ready to increase speed and accuracy. Practice keyboarding control of speed and accuracy on straight copy, rough draft copy, and copy with numbers, and symbols. Skill progress is measured by keying text within specified time limits. Students should know the location of the keys on the keyboard before attempting this course. This course is the third module in a sequential series of beginning keyboarding instruction.

1.00 Units Lab

#### **Strongly Recommended**

CIS 71B - Keyboard (Numbers and Symbols)  
with a minimum grade of C

#### **Grading Methods:**

Letter or P/NP

#### **Discipline:**

- Computer Information Systems

	<b>MIN</b>
<b>Lab Hours:</b>	54.00
<b>Total Hours:</b>	54.00

#### II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 1

#### III. PREREQUISITE AND/OR ADVISORY SKILLS:

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

##### A. CIS71B

1. Type all letters, numbers, and symbols on keyboard by touch;
2. Use proper fingering and keystroking on a computer keyboard by touch;
3. Use correct spacing after punctuation;
4. Demonstrate a proficiency of 25 gwam on a 3-minute timed write with 3 or fewer errors; and

#### IV. MEASURABLE OBJECTIVES:

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

- A. Increase established gwam speed by at least 5 words;
- B. Measure skill progress by keying straight copy for three minutes;
- C. Maintain an accuracy rate of 75%;
- D. Keyboard copy with numbers and special characters;
- E. Demonstrate proper technique in the use of the computer keyboard;
- F. Demonstrate following directions and being able to complete assignments efficiently
- G. Review copy, practice, and continue to improve speed and accuracy in keyboarding;
- H. Demonstrate a proficiency of 35 gwam on a 5-minute write with 5 or fewer errors.

#### V. CONTENT:

- A. Pretest -- 3-minute timed writes on straight copy to establish starting gwam speed.
- B. Review of alphabetic keys
- C. Review of numeric and symbol keys
- D. Speed and accuracy building
- E. Keyboard mastery accuracy drills
- F. Keyboard mastery speed drills

#### VI. METHODS OF INSTRUCTION:

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

## VII. TYPICAL ASSIGNMENTS:

- A. 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. Prescriptive drills to address identified areas in need of improvement for that student
- B. Practice Time Writings
  - 1. Follow the instructions on the the CIS 71 C Practice Timed Writing 3 handout to complete two timings. Your goal for 5-minute timed writing is to improve on your starting words per minute speed by at least 5 wpm with no more than 8 errors. Repeat the timing until you achieve that goal (you need to do at least two timings). Using My GDP, print the details of your two best timings.
- C. Official Timed Writings
  - 1. Ask the instructor for the CIS 71 C Official Timing 1 handout.  
Follow the instructions on the CIS 71 C Official Timing 1 handout for completing official timings. This is a 5 minute timing. When you have completed the first timed writing, review your errors and then select Next Attempt. After you have completed your two timings, print your second timing and report. To be accepted, at least one of your timings can have no more than 5 errors.

## VIII. EVALUATION:

### A. **Methods**

- 1. Papers
- 2. Other:
  - a. Accurate completion of keyboarding lessons including warm-ups, introduction of new keys, skill-builders, textbook keying, and practice timed writings
    - 1. Technique observations (positioning, touch type)
  - 2. Official Timed-Writings
    - a. Minimum of four 5-Minute Timings with 5 or fewer errors
    - b. Minimum skills level of 35 gwam with five or fewer errors

### B. **Frequency**

- 1. Weekly assignments, technique observations
- 2. Four or more official timed writings
- 3. Final paper

## IX. TYPICAL TEXTS:

- 1. Susie, VanHuss, and Donna Woo. *Keyboarding Course, Lesson 1-25*. 20th ed., Cengage, 2017.
- 2. Mitchell, William, Patricia King, and Ronald Kapper. *Paradigm Keyboarding: Sessions 1-30*. 6th ed., EMC/ Paradigm, 2013.
- 3. Ober, Scot, Jack Johnson, and Arlene Zimmerly. *Gregg College Keyboard and Document Processing*. 2017 ed., McGraw Hill Higher Education, 2017.
- 4. Gregg College Keyboarding. McGraw Hill, (11e).

## X. OTHER MATERIALS REQUIRED OF STUDENTS:

- A. GoPrint card needed for in person version of class