LAS POSITAS COLLEGE

Las Positas College
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Course Outline for CIS 71

COMPUTER TYPING

Effective: Spring 2019

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

Individualized, hands-on courses in computer keyboarding. Upon individual assessment of keyboard skills, students are transferred into one of the following modules: CIS 71A Keyboarding (The Alphabet), CIS 71B Keyboard (Numbers & Symbols), or CIS 71C Skills Improvement.

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. Assess into appropriate keyboarding course, e.g., CIS 71A, CIS 71B, or CIS 71C.

V. CONTENT:
  A. Assessment of keyboarding skill
  B. Placement of student into appropriate keyboarding module
      1. CIS 71A--Keyboarding (The Alphabet)
      2. CIS 71B--Keyboard (Numbers and Symbols)
      3. CIS 71C--Skills Improvement

VI. METHODS OF INSTRUCTION:
  A. Computerized assessment

VII. TYPICAL ASSIGNMENTS:
  A. Use computerized keyboarding assessment to demonstrate current keyboarding skill.
  B. Discuss keyboarding skill with instructor and determine approporiate module, i.e., CIS 71A Keyboarding (The Alphabet), CIS 71B Keyboard (Numbers and Symbols), or CIS 71C Skills Improvement.

VIII. EVALUATION:
Methods/Frequency

  A. Other
      1. Individualized keyboarding assessment - at beginning of class session

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

X. OTHER MATERIALS REQUIRED OF STUDENTS:
  A. Print card