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Course Outline for CIS 71A

KEYBOARDING (THE ALPHABET)

Effective: Fall 2010

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:

	<u>MIN</u>
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:

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

VI. METHODS OF INSTRUCTION:

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

VII. TYPICAL ASSIGNMENTS:

A. Textbook Lesson Assignment 1. Observe simulated computer keyboarding demonstrations 2. Key alphabetic drills from computer software 3. Key alphabetic drills from the textbook 4. Complete 1-minute timed writings 5. Print lesson reports B. Technique Practice 1. Use the J finger to strike the M key; lightly press the M key; return the J finger to home position. Practice the M key reach until you can do so with confidence and without looking at your hands. 2. Use the D finger to strike the E key; lightly press the E key; return the D finger to home position. 3. Space 1 time after a semicolon. 4. Space 1 time after a period following an abbreviation; do not space after a period within an abbreviation; space 1 time after a period ending a sentence. C. Homework Practice 1. Get Handout from Instructor 2. Read instructions for the exercise 3. Go to word processor or appropriate lesson section 4. Type the assigned drill exercises 2 times with one or fewer errors

VIII. EVALUATION:

A. **Methods**

- 1. Papers
- 2. Projects

3. Other:

a. Methods of Evaluation

1. Accurate completion of keyboarding lessons including warm-ups, introduction of new keys, skill-builders, textbook keying, and practice timed writings
2. Technique observations (positioning, touch type)
3. Official Timed-Writings
 - a. Minimum of four 1-Minute Timings with 1 or fewer errors
 - b. Minimum skills level of 20 gwam with one or fewer errors
4. Final Written Project

B. Frequency

1. Frequency of Evaluation

- a. Daily assignments, technique observations
- b. Four or more official timed writings
- c. Final Written Project

IX. TYPICAL TEXTS:

1. VanHuss/Forde/Woo *Keyboarding Course, Lesson 1-25*. 17th ed., South-Western Education 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