

Las Positas College  
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## Course Outline for CIS 71C

### SKILLS IMPROVEMENT

Effective: Fall 2010

#### 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)

#### **Grading Methods:**

Letter or P/NP

#### **Discipline:**

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

#### II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 3

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

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

A. CIS71B

#### 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 abilities in 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. Complete 5-minute timed writings

## 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 5-Minute Timings with 5 or fewer errors
      - b. Minimum skills level of 35 gwam with five 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 Educational 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