

Las Positas College
3000 Campus Hill Drive
Livermore, CA 94551-7650
(925) 424-1000
(925) 443-0742 (Fax)

Course Outline for CIS 71B

KEYBOARD (NUMBERS AND SYMBOLS)

Effective: Fall 2018

I. CATALOG DESCRIPTION:

CIS 71B — KEYBOARD (NUMBERS AND SYMBOLS) — 1.00 units

Introduction to the numbers and symbol keys on the computer keyboard for touch typing. Review of alphabetic keys and common punctuation marks. Speed building and accuracy improvement.

1.00 Units Lab

Strongly Recommended

CIS 71A - Keyboarding (The Alphabet)
with a minimum grade of C

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:

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

A. CIS71A

1. Use proper fingering and keystroking for all alphabetic characters on a computer keyboard by touch;
2. Use correct spacing after punctuation;
3. Demonstrate a proficiency minimum of 20 gwam on a 1-minute timed write with 1 or fewer errors; and

IV. MEASURABLE OBJECTIVES:

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

- A. Type all letters, numbers, and symbols on keyboard by touch;
- B. Use proper fingering and keystroking on a computer keyboard by touch;
- C. Maintain proper positioning at the computer to type with greater speed and accuracy;
- D. Use correct spacing after punctuation;
- E. Demonstrate a proficiency of 25 gwam on a 3-minute timed write with 3 or fewer errors; and
- F. Apply typing techniques to avoid muscle strain, eyestrain and fatigue and reduce repetitive stress injuries.

V. CONTENT:

- A. Numeric keys (0-9)
- B. Symbol keys, i.e. !, @, #, \$, %, ^, &, *, (,), <, >,
- C. Review of alphabetic keys
- D. Speed and accuracy building
- E. Keyboarding ergonomics
 1. Avoiding repetitive stress injuries
 2. Hand/wrist exercises

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 3-minute timed writings
- B. Technique Practice
 1. Use the K finger to strike the 8 key; lightly press the 8 key; return the K finger to home position. Practice the 8 key reach until you can do so with confidence and without looking at our hands.
 2. Use the S finger to strike the 2 key; lightly press the 2 key; return the S finger to home position.
 3. Do not space between the dollar sign and the number
 4. Do not space between the parentheses and the text within them.

VIII. EVALUATION:

A. **Methods**

1. Papers
2. Lab Activities
3. 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 3-Minute Timings with 3 or fewer errors
 - b. Minimum skills level of 25 gwam with three or fewer errors

B. **Frequency**

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

IX. TYPICAL TEXTS:

1. Vanhuss, Susie, 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*. 11th ed., McGraw Hill Higher Education, 2017.
4. Gregg College Keyboarding. McGraw Hill, (11e).

X. OTHER MATERIALS REQUIRED OF STUDENTS:

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