

CIS A090: BEGINNING COMPUTER KEYBOARDING 1

Item	Value
Curriculum Committee Approval Date	10/21/2015
Top Code	070200 - Computer Information Systems
Units	1.5 Total Units
Hours	45 Total Hours (Lecture Hours 18; Lab Hours 27)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	No
Open Entry/Open Exit	No
Grading Policy	Pass/No Pass (B)

Course Description

The student will develop basic keyboarding skills on a computer keyboard using correct stroking techniques on letter, number, and symbol keys. Emphasis on developing accuracy and speed. No credit will be given to students who can already type 30 words per minute. Not Transferable.

Course Level Student Learning Outcome(s)

1. Use the acceptable keyboarding techniques without looking at a keyboard, to type at a minimum speed of 25 wpm for two minutes with five or fewer errors.

Course Objectives

- 1. Demonstrate touch control of letter, number, and symbol keys without looking at keyboard.
- 2. Apply acceptable keyboarding techniques.
- 3. Keyboard paragraph material at a minimum speed of 25 wpm for two minutes with five or fewer errors.
- 4. Determine keyboarding speed and count errors.
- 5. Apply technology to task.
- 6. Make good use of time to complete course requirements.

Lecture Content

Introduction to the microcomputer Opening and exiting program
 Keyboarding techniques The keyboard: alphabet Introduction to the keyboard Home Keys–space bar, enter, FJDKSLA; New Keys–HEOR New Keys–Right Shift, V, period, W New Keys–Left Shift, IG New Keys–UB:X New Keys–NZ? New Key–Tab The keyboard: numbers Number Keys–5 7 3 9 Review Number Keys–8 2 0 Number Keys–4 6 1 Review The keyboard: symbols Symbol Keys– \$ () ! Review Symbol Keys– * # ' Symbol Keys– % " @ Review Skill building Paced practice Diagnostic practice Technique practice Handwritten copy

Lab Content

Faculty input required.

Method(s) of Instruction

- Lecture (02)
- DE Live Online Lecture (02S)
- DE Online Lecture (02X)
- Lab (04)
- DE Live Online Lab (04S)
- DE Online Lab (04X)

Instructional Techniques

* Lecture and applications of ideas * Demonstration of various approaches to problem solving * Discussion * Individual exercises * Instructor feedback * Collaborative learning * Interactive computer

Reading Assignments

Minimum of 2 hours per week from textbook material.

Writing Assignments

Minimum of 1 hour per week writing assignment.

Out-of-class Assignments

Students will spend 2-3 hours per week on out of class assignments

Demonstration of Critical Thinking

Daily Assignments; skill demonstration tests.

Required Writing, Problem Solving, Skills Demonstration

Skill demonstrations throughout course.

Eligible Disciplines

Computer information systems (computer network installation, microcomputer ...: Any bachelor's degree and two years of professional experience, or any associate degree and six years of professional experience.

Textbooks Resources

1. Required Ober, Scot, et al. Gregg College Keyboarding and Document Processing for Windows, ed. New York: Glencoe/McGraw Hill, 2007