

# CIS A092: BEGINNING COMPUTER KEYBOARDING 2

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	Yes
Grading Policy	Pass/No Pass (B)

## Course Description

Keyboarding on the computer for students who can demonstrate typing by touch control and know alphabetic, numeric, and symbolic keys. Emphasis on speed and accuracy on straight copy material, introduction to MS Word, formatting of memos, personal letters, business letters, one-page reports, and simple tables. This course may be taken concurrently with CIS A090. ADVISORY: CIS A090. Not Transferable.

## Course Level Student Learning Outcome(s)

1. Use acceptable keyboarding techniques without looking at a keyboard and type at a minimum speed of 30 wpm for three minutes with four or fewer errors.
2. Format personal and business letters, interoffice memos, reports, and tables using Microsoft Word processing techniques.

## Course Objectives

- 1. Keyboard paragraph material at a minimum of 30 wpm for three minutes with four or fewer errors.
- 2. Format interoffice memos.
- 3. Format personal letters and business letters.
- 4. Format open and boxed tables with column headings, number columns, and totals.
- 5. Format reports.
- 6. Format reports with bulleted and numbered lists.
- 7. Format from rough draft copy with proofreader marks.
- 8. Apply Microsoft Word processing techniques to various assignments.
- 9. Correctly use capitals, commas, apostrophes, and numbers.
- 10. Compose at the keyboard.
- 11. Make good use of time to complete course requirements.
- 12. Use a computer to process information.
- 13. Apply technology to task.

## Lecture Content

Developing keyboarding skills Orientation to Microsoft Word Keyboarding personal letters and business letters in block style Formatting of interoffice memos Formatting reports Formatting reports with bulleted and numbered lists Formatting from rough draft copy with proofreader marks Applying Microsoft Word processing techniques to various assignments: Open, save, close and print a file Quit Navigate in a file Select text Format text in bold Undo/redo a command Spell check Change line spacing and alignment of text Center a page Date insert Format and print envelopes Format text in italics and underline Move text (cut, copy, and paste) Reset margins Format indentations Correctly using capitals, commas, apostrophes, and numbers Speed and accuracy development Reinforcement of language arts rules: punctuation, grammar, capitalization, number expression

## Lab Content

Developing keyboarding skills Orientation to Microsoft Word Keyboarding personal letters and business letters in block style Formatting of interoffice memos Formatting reports Formatting reports with bulleted and numbered lists Formatting from rough draft copy with proofreader marks Applying Microsoft Word processing techniques to various assignments: Open, save, close and print a file Navigate in a file Select text Format text in bold Undo/redo a command Spell check Change line spacing and alignment of text Center a page Date insert Format and print envelopes Format text in italics and underline Move text (cut, copy, and paste) Reset margins Format indentations Correctly using capitals, commas, apostrophes, and numbers Speed and accuracy development Reinforcement of language arts rules: punctuation, grammar, capitalization, number expression

## 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

1. Lecture and applications and ideas 2. Demonstration of various approaches to problem solving 3. Discussion 4. Individual exercises 5. Instructor feedback 6. Collaborative learning 7. Interactive computer

## Reading Assignments

Minimum of 2 hours per week reading from textbook material.

## Writing Assignments

Minimum of 1 hour per week for writing assignments

## 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; speed and accuracy development.

## 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