San Bernardino Valley College
Curriculum Approved: February 4, 2004
Last Updated:  January 2004

## I.       CATALOG DESCRIPTION:
A.       Department Information:    Computer Information Technology
         Division:          Business & Information Technology
         Course ID:        CIT 008
         Course Title:     Beginning Keyboarding Part I
         Units:            1.5
         Lecture:          1 hour
         Lab:              1.5 hours
         Prerequisite:     None

B.       Catalog and Schedule Descriptions:
         Keyboard mastery and correct stroking techniques leading to maximum skill in typing.  Use of
         speed and accuracy drills designed to develop a keyboarding speed of at least 18 words per
         minute.  This is a Part I course students can complete in half a semester. (Formerly OIS 100A)

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

## III.     EXPECTED OUTCOME FOR STUDENTS:
Upon successful completion of the course, the student shall be able to:
A.       operate keyboard and master letters, numbers and symbols by touch;
B.       build basic keyboarding skills;
C.       distinguish and use the different parts of the computer.

## IV.     CONTENT:
A.       Alphabetic Keys
         1.   Home Keys:  space bar enter F J D K S L A
         2.   New Keys:  H E O R
         3.   New Keys:  M T P C
         4.   New Keys:  Right Shift V . W
         5.   New Keys:  I Left Shift – G
         6.   New Keys:  U B : X
         7.   New Keys:  Y , Q /
         8.   New Keys:  N Z ? Tab
B.       Number Keys
         1.   Number Keys:  5 7 3 9
         2.   Number Keys:  8 2 0
         3.   Number Keys:  4 6 1
C.       Symbol Keys
         1.   $ ( ) !
         2.   * # '
         3.   & % " @
D.       Skill building
         1.   Alphabet
         2.   Numbers

## V.      METHODS OF INSTRUCTION:
A.       Lecture
B.       Demonstration
C.       Directed discussion
D.       Data-Show computer display
E.       One-on-one instruction

## VI.     TYPICAL ASSIGNMENTS:
Reading, writing, problem solving, or performance:

A. To select a lesson from Alphabetic Keyboard Software, click the number next to the desired lesson with the left mouse button. Once you select a lesson, the first activity is displayed. In the illustration below, *Learn home row* is in yellow because this activity is active. Key this lesson. You can move to a selected exercise by clicking one of the tabs. Follow the directions on screen and press **ENTER**. Key directly from the screen unless directed otherwise by the software or your instructor. Click the **Print** button to print your Lesson Report. Click the **Graph** button to view the Performance Graph. To get **Help** concerning the Lesson Report, click the Help button. Click the **Quit** button on the Main menu. Remove your storage disk.

B. Take a timed writing in the **Open Screen**. From the Lesson menu, click the Open Screen button. Click the **timer** button on the toolbar. In the Timer dialog box, check, **Count-Down Timer** and select 1'; click **OK**. Key until the Timer reaches zero. In the File menu, save the timing, using the exercise and number or the time as the filename. Click the **Timer** button to start a new timing. Each new timing must be saved with its own name.

**VII. EVALUATION:**
    A. Methods of Evaluation
        1. Objective quizzes
            a. To leave one blank line, strike the Enter key (a) one time, (b) two times, or (c) three times.
        2. Timed writing assignments
            a. Key each paragraph in the Open Screen for a 1' writing. Print the best one. Set the Time for 2'. Take two 2' writing on all paragraphs. Reach for a speed within 2 words of 1' gwam. Print the best one. Take a 3' writing on all paragraphs. Reach for a speed within 4 words of 1' gwam. Print.
    B. Frequency of Evaluation
        1. Minimum five (5) quizzes
        2. Weekly timed writings
        3. Minimum five (5) practice exercises a week
        4. One (1) final exam

**VIII. TYPICAL TEXTS:**
Mitchel, William and Kapper, Ron and Hewitt, Nita and Rutkosky, and Mach K. A.. <u>Keyboarding with Word, Sessions 1-30</u>, St. Paul, MN: EMC Paradigm, 1999.
VanHuss, Susie H. and Forde, Connie and Woo, Donna. <u>Keyboarding Course (Lessons 1-25)</u>, Cincinnati, OH South-Western Publishing Co., 2001.
Ober, Scot, and Hanson, Robert and Johnson, Jack E. <u>Gregg College Keyboarding and Document Processing</u>, 9<sup>th</sup> ed. Mission Hills, CA: Glencoe McGraw-Hill, 2002.

**IX. OTHER SUPPLIES REQUIRED OF STUDENTS:** Two (2) high density, double-sided 3.5" disks.