

I. CATALOG DESCRIPTION:

A. Department Information:

Department: Computer Information Technology
Division: Business & Information Technology
Course ID: CIT 009
Course Title: Beginning Keyboarding, Part II
Units: 1.5
Lecture: 1 hour
Laboratory: 1.5 hours
Prerequisite: CIT 008

B. Catalog and Schedule Descriptions:

Instruction and practice in typing personal and business letters, rough drafts, simple manuscripts, simple tabulation reports and various styles of letters. Practice in developing speed and control. Designed to develop a minimum keyboarding speed of 30 words per minute for five minutes. This is a Part II course students can complete in half a semester. (Formerly OIS 100B)

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

III. EXPECTED OUTCOMES FOR STUDENTS:

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

- A. use the basic word processing functions for creating, editing, and formatting documents.
- B. distinguish and use the different parts of the computer.
- C. create business correspondence such as letters, memos, simple reports, and tables.
- D. demonstrate improved accuracy and speed in keying.

IV. CONTENT:

- A. Skillbuilding
 - 1. Alphabet
 - 2. Numbers
- B. E-mail and Word Processing
 - 1. Orientation to Word Processing
 - 2. E-mail Basics
- C. Reports
 - 1. One-Page Business Reports
 - 2. Multipage Rough-Draft Business Reports
 - 3. Business Report with Lists
 - 4. Academic Reports
 - 5. Academic Reports with Displays
- D. Correspondence
 - 1. Business Letters
 - 2. Personal-Business Letters
 - 3. Personal Titles and Complimentary Closings in Letters
 - 4. Letters with Copy Notations
 - 5. Letters in Block and Modified-Block Style
 - 6. Envelopes and Labels
 - 7. Memos
- E. Tables
 - 1. Boxed Tables
 - 2. Open Tables with Titles

3. Open Tables with Column Headings
 4. Ruled Tables with Number Columns
 5. Formatting Review
- F. Reports
1. Business Reports with Footnotes
 2. Academic Reports in APA Style
 3. Academic Reports in MLA Style
 4. Report Citations
- G. Employment Documents
1. Traditional Resumes
 2. Electronic Resumes
 3. Letters of Application
 4. Follow-up Letters

V. METHODS OF INSTRUCTION:

- A. Lecture
- B. Demonstration
- C. Directed discussion
- D. One-on-one instruction
- E. Skill building exercises

VI. TYPICAL ASSIGNMENTS:

- A. Reading, writing, problem solving, or performance:
1. Key the report as a left-bound report; DS. Make the revisions as shown. Insert the following side headings: The First Step after paragraph 1, The Correct Style after paragraph 2, The Finished Product after paragraph 3. Format all headings correctly. Insert page number; do not print first page. Format references using hanging indent and italicize book titles. Be sure to check for widow lines.
 2. Open the template. Save on your storage disk. The document is single-spaced and contains no character formats. Change the Title to 14-point bold, line spacing to double, center-align and italicize the last two lines, and center the page. Click the Save button to resave. Print.

VII. EVALUATION:

- A. Methods of Evaluation
1. Objective quizzes
 - a. To set margins, choose _____ from the _____ menu.
 - b. 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.
 3. Practice Exercises
 - a. Create a table with a 1.5" top margin. Center and bold the main heading; press ENTER twice. Change alignment to left below the heading. Create a 2-column, 5 row table. Set column width at 2". Use Grid 1 as the format. Press TAB to move from cell to cell.
- 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:

Ober, Scot and Hanson, Robert and. Johnson, Jack E. Gregg College Keyboarding and Document Processing, 9th ed. Mission Hills CA: Glencoe McGraw-Hill, 2002.

VanHuss, Susie H.and Forde, Connie and Woo, Donna. College Keyboarding, 14th ed. Cincinnati, OH: South-Western Publishing Co., 2001.

Mitchell, William and Kappa, Ronald and Mach, K. A. and LaBarre, James. Keyboarding Sessions, 1-60, 4th ed. St. Paul, MN: E.M.C.- Paradigm, 2004.

IX. OTHER SUPPLIES REQUIRED OF STUDENTS: Zip disk