

I. COURSE DESCRIPTION:

- A. Department Information: Computer Information Technology
Division: Business & Information Technology
Course ID: CIT 010
Course Title: Beginning Keyboarding
Units: 3
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: None

- B. Catalog and Schedule Descriptions:
Fundamentals of keyboarding including operation of a standard keyboard by touch. Instruction and practice in formatting a variety of personal and business documents, such as letters, reports, and tables. Use of speed and accuracy drills designed to develop a keyboarding speed of 30 words per minute for five minutes. This is a combined Part I and Part II course students can complete in one semester. (Formerly OIS 100)

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. operate keyboard and master letters, numbers and symbols without looking at fingers of keyboard;
- B. build basic keyboarding skills;
- C. use the basic word processing functions for creating, editing, and formatting documents;
- D. distinguish and use the different parts of the computer.
- E. create business correspondence such as letters, memos, reports, and tables.

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
- C. Symbol Keys
 - 1. \$ () !
 - 2. * # ' &
 - 3. & % " @
- D. Skill building
 - 1. Alphabet
 - 2. Numbers
- E. E-mail and Word Processing
 - 1. Orientation to Word Processing
 - 2. E-mail Basics

- F. 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
- G. Correspondence
 - 1. Business Letters
 - 2. Personal-Business Letters
 - 3. Personal Titles and Complimentary Closing in Letters
 - 4. Letters with Copy Notations
 - 5. Letters in Block and Modified-Block Style
 - 6. Envelopes and Labels
 - 7. Memos
- H. Tables
 - 1. Boxed Tables
 - 2. Open Tables with Titles
 - 3. Open Tables with Column Headings
 - 4. Ruled Tables with Number Columns
 - 5. Formatting Review
- I. Reports
 - 1. Business Reports with Footnotes
 - 2. Academic Reports in APA Style
 - 3. Academic Reports in MLA Style
 - 4. Report Citations
- J. 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. Performance:
 - 1. 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.
 - 2. 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.

3. 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 leave one blank line, strike the Enter key (a) one time, (b) two times, or (c) three times.
 - b. When hanging indent format is used, (a) all lines but the first are indented, (b) only the first line is indented, or (c) all lines are indented.
2. Operational Test
 - a. Format documents 1 and 2 with 1.5" top margins. Center, bold, and underline headings. Apply italic to book titles. Change font size to 12 and line spacing to 1.5. Adjust column widths and center the table horizontally. Set the decimal tab in Column D to cause the figures to appear centered under the column heading. Left align Column A, center Column B, right-align Column C, use a decimal tab for Column D.
3. 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.
4. Practice Exercises
 - a. Some commonly used proofreaders' marks are shown below. Study them. Read carefully. Key each line, making the revisions as you concentrate on the copy as you key.

B. Frequency of Evaluation

1. Minimum eight (8) quizzes
2. Weekly timed writings
3. Minimum four (4) operational exams
4. Minimum five (5) practice exercises a week
5. One (1) final exam

VIII. TYPICAL TEXTS:

Mitchell, William and Kapper, Ronald and Mach, K. A. and LaBarre, James. Keyboarding and Applications: Sessions 1-60, 4th ed. Minnesota: MN: EMCParadigm, 1999.

Ober, Scot and Johnson, Jack E. and Rice, Arlene and Hanson, Robert N. College Keyboarding & Document Processing, 9th ed. Woodland Hills, CA: Glencoe McGraw-Hill, 2002.

Van Huss, Susie H. and Duncan, Charles and Forde, Connie and Woo, Donna. College Keyboarding, 15th ed. Cincinnati, OH: South-Western Publishing Co., 2002.

IX. OTHER SUPPLIES REQUIRED OF STUDENTS:

Two (2) high-density, double-sided 3.5" disks.