

I. CATALOG DESCRIPTION:

- A. Department Information:
Department: Computer Information Technology
Division: Business & Information Technology
Course ID: CIT 013
Course Title: Intermediate Keyboarding
Units: 3
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: CIT 010 or CIT 009
- B. Catalog and Schedule Descriptions:
Procedures for arranging and tabulating materials and preparing letters and business forms with an emphasis on accuracy and speed. Designed to develop a keyboarding speed of 45 words per minute for five minutes. (Formerly OIS 101)

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. construct typewritten letters, rough draft documents with aided instructions.
- B. proofread rough draft documents to identify grammar errors.
- C. create business letters, memos, reports, and tabulated material.
- D. increase his/her ability to type rapidly and accurately.
- E. demonstrate correct techniques of touch typewriting.

IV. CONTENT

- A. Basic and Problem Skills Checkup
 - 1. Skill building to improve speed and accuracy
 - 2. Language arts
 - 3. Proofreading
- B. Business Correspondence
 - 1. Review of the traditional-style memo format
 - 2. Memos with indented paragraphs
 - 3. Memos with tables
 - 4. Block-style business letters: block, modified-block and simplified
 - 5. Form letters, mail merge, and merging envelope addresses
- D. Business Documents
 - 1. Report format review
 - 2. Left-bound report
 - 3. Reports with footnotes and endnotes
 - 4. Long report with sections and long business reports
- E. Reports with Enhancements
 - 1. Introduction of reports with graphics
 - 2. Proposals with graphics
 - 3. Business proposals
 - 4. Business reports with columns
- F. Administrative and Employment Documents
 - 1. Agenda and action minutes
 - 2. Itineraries
 - 3. News releases

4. Labels
5. Resumes
6. Application letters
7. Employment follow-up and employment testing

V. METHODS OF INSTRUCTION:

- A. Lecture
- B. Teacher demonstration
- C. Directed discussion and discovery
- D. Computer assisted instruction

VI. TYPICAL ASSIGNMENTS:

- A. Reading
 1. Read formatting instructions and the language arts components. Be prepared to discuss and explain the most commonly-made grammar errors made by support personnel.
- B. Problem-solving and performance:
 1. Produce a mailable business letter from the very rough draft of a poorly-written letter with proofreaders' marks. Create a modified block style letter with mixed punctuation in the specified time frame. Please ensure that you include all necessary parts of the letter.

VII. EVALUATION(S)

- A. Methods of Evaluation:
 1. Examination and quizzes: Objective and Essay
 - a. Typical examination question: List and explain two ways that a table can be created.
 2. Projects:
 - a. Typical project topics: You are the assistant to the public relations director. He has given you the attached articles and asked you to create a senior citizens newsletter. Create and print the article.
- B. Frequency of Evaluation:
 1. Minimum of two examinations (objective and/or essay);
 2. Quizzes as deemed appropriate at the end of each topic covered;
 3. Maximum three (3) projects;
 4. Throughout the course, the instructor provides feedback on the students' problem-solving skills.

VIII. TYPICAL TEXT(S)

Ober, Scott and Johnson, Jack E. and Rice, Arlene and Hanson, Robert N. College Document Processing, 9th ed. Woodland Hills, CA: Glencoe/McGraw Hill, 2002.
Mitchell, William and Rutkosky, Nita and Mach, K.A. and Labarre, James. Intermediate Keyboarding for Windows, St. Paul, MN: EMC Paradigm, 2001.
VanHuss, Susie and Duncan, C..H and Forde, Connie and Woo, Donna. College Keyboarding. A Complete Course, Cincinnati, OH: South-Western, 2001.

IX. OTHER SUPPLIES REQUIRED OF STUDENTS:

One Zip Disk.