COCONINO COMMUNITY COLLEGE
COURSE OUTLINE

Prepared by: Dr. Pattie Odgers - Dean of Instruction   Date: December 4, 1991
Revised by: Virginia C. West   Date: October 30, 1996
Revised by: D. Bowman   Fall 2009
Status: Permanent

A.   Identification:
        1.   Subject Area: OFFICE INFORMATION SYSTEMS
        2.   Course Number: CIS100
        3.   Course Title: KEYBOARDING--The Survival Skill
        4.   Credit Hrs: 1
        5.   Catalog Description:
            Keyboarding is a valuable and necessary skill in this technological world. It is
an expected tool for effective communication throughout one's life. Students who can key by
touch are much more relaxed because they can keep their eyes on the screen and concentrate on
text editing and composing. One lecture. May be taken for S/U credit with instructor approval.

B.   Course Goals:
        To provide students with necessary knowledge and skills to keyboard or type documents
        for personal or occupational use.

C.   Course Outcomes:
        Students will:
        1.   Demonstrate the correct "touch" system techniques for operating the alpha-
                numeric keys;
        2.   Demonstrate the correct "touch" technique to be used on a ten-key numeric pad;
        3.   Demonstrate a straight-copy speed of 20 words per minute for a minimum of two
                minutes at an accuracy level of not more than two errors per minute;
        4.   Produce from typed and rough-draft materials accurate, mailable, completed
                work;

D.   Course Outcomes Assessment:
        Assessment will include:
        1.   Pre and Post Test assessing speed of typing correctly words per minute
        2.   Capstone project including all the course content and outcomes
        3.   Observation of all students to determine accuracy of using the correct hand
                placement while keying in words and documents

E.   Course Content:
        Will include :
        1.   Letter keyreaches (A-Z)
        2.   Keyboard mastery
        3.   Format copy (save, close, exit, print, select)

4. Figure keyreaches (0-9)
5. Symbols
6. Review/measurement
7. Skill building
8. Simple business documents (centering, memos, simple reports)