

CUYAMACA COLLEGE
COURSE OUTLINE OF RECORD

Business Office Technology 103B – Building Keyboarding Skill II

1.5 hours laboratory, .5 unit

Catalog Description

Continuation in building keyboarding speed and accuracy. Entering students should be keying by touch at a minimum rate of 25 net words per minute on a 5-minute timed writing. Those keying at a lower rate should enroll in BOT 103A.

Prerequisite

None

Recommended Preparation

“C” grade or higher or “Pass” in BOT 103A or equivalent

Entrance Skills

Without the following skills, competencies and/or knowledge, students entering this course will be highly unlikely to succeed:

- 1) Apply techniques of skill development acquired in previous coursework to increase keyboarding speed and accuracy.
- 2) Achieve a minimum rate of 25 net wpm on a 5-minute timed writing.

Course Content

- 1) How to use the keyboarding software at an intermediate level
- 2) Continuation of skill development
- 3) Continued use of prescriptive drills for both speed and accuracy problems based on the results of the pre-test
- 4) Apply post-test results to assess intermediate level skills

Course Objectives

Students will be able to:

- 1) Take a pre-test to establish current keyboarding speed.
- 2) Apply techniques of skill development acquired in previous coursework to increase keyboarding speed and accuracy to an intermediate level.
- 3) Complete diagnostic timings to determine strokes or combinations of strokes which may cause difficulty with intermediate level accuracy.
- 4) Complete diagnostic drills and timings to determine rhythm patterns which may be interfering with intermediate level speed development.
- 5) Evaluate diagnostic timings for completion of selected intermediate level prescriptive drills for completion.
- 6) Compare post-test timings with pre-test timings to evaluate progress.
- 7) Achieve a minimum rate of 30 net wpm on a 5-minute timed writing.

Method of Evaluation

A grading system will be established by the instructor and implemented uniformly. Grades will be based on demonstrated proficiency in subject matter determined by multiple measurements for evaluation, one of which must be essay exams, skills demonstration or, where appropriate, the symbol system.

- 1) Diagnostic pre- and post-tests which measure the student's improvement with intermediate level keyboarding speed and accuracy.
- 2) Final post-test which measures the student's ability to key at a minimum rate of 30 net wpm.

Special Materials Required of Student

Electronic storage media

Minimum Instructional Facilities

Computer lab with keyboarding software

Method of Instruction

- 1) Interactive, one-on-one lecture
- 2) Hands-on drill and practice

Out-of-Class Assignments

- 1) **Reading:** Assigned textbook reading to align keyboarding technique with course goals and objectives.
- 2) **Writing:** Keyboarding practice to reinforce keyboarding technique (typingclub.com), accuracy and speed. Complete proofreading and editing exercises online to ensure accuracy and professionalism.
- 3) **Other:** Practice keyboarding with focus on increasing words-per-minute (WPM), and complete timed writing assignments.

Texts and References

- 1) Required (representative example): Typing Club, www.typingclub.com, 2025.
- 2) Supplemental: None

Exit Skills

Students having successfully completed this course exit with the following skills, competencies and/or knowledge:

- 1) Apply techniques of skill development acquired in previous coursework to increase intermediate level keyboarding speed and accuracy.
- 2) Complete diagnostic drills and timings to determine rhythm patterns which may be interfering with intermediate level speed development.
- 3) Evaluate diagnostic timings for completion of selected intermediate level prescriptive drills.
- 4) Achieve a minimum rate of 30 net wpm on a 5-minute timed writing.

Student Learning Outcomes

Upon successful completion of this course, students will be able to:

- 1) Apply techniques of skill development acquired in previous coursework to increase keyboarding speed and accuracy to an intermediate level.
- 2) Complete diagnostic drills and timings to determine rhythm patterns which may be interfering with intermediate level speed.
- 3) Achieve a minimum rate of 30 net wpm on a 5-minute timed writing unless a physical disability limits speed.