

**CUYAMACA COLLEGE**  
**COURSE OUTLINE OF RECORD**

**BUSINESS OFFICE TECHNOLOGY 095 – KEYBOARDING SKILL REINFORCEMENT**

3 hours laboratory, 1 unit

**Catalog Description**

Designed for students who have completed BOT 100 and want to reinforce their skills before advancing to the next level of keyboarding. Begins with a keyboard review, then progresses to practice and timings designed to improve keyboarding speed and accuracy. **Pass/No Pass only. Non-degree applicable.**

**Prerequisite**

None

**Course Content**

- 1) Review of alphabetic and numeric keyboard as well as numeric keypad
- 2) Proper keyboarding techniques (self-evaluation and instructor-evaluation)
- 3) Drills to improve speed and accuracy
- 4) Timed writings from one to five minutes designed to improve speed and accuracy in sustained keying from average difficulty level copy

**Course Objectives**

Students will be able to:

- 1) Complete a review of alphabetic and numeric keyboard, numeric keypad, and keyboarding techniques.
- 2) Identify, evaluate and correct faulty techniques which maybe interfering with speed and accuracy development.
- 3) Complete several series of timed drills and timed writings designed to improve speed and accuracy.
- 4) Analyze results of timed writings and assess needs for speed and/or accuracy development.
- 5) Complete corrective drills designed to improve speed and/or accuracy based on needs.
- 6) Develop and improve ability to key with acceptable speed and accuracy for sustained periods using average difficulty material up to the five-minute standards commonly used for employment assessments.

**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) Assignments
- 2) Individual evaluation of keyboarding techniques
- 3) Speed, accuracy on timed writings

**Special Materials Required of Student**

Electronic storage media

**Minimum Instructional Facilities**

Computer lab with keyboarding software

**Method of Instruction**

Lab and one-on-one lecture

**Out-of-Class Assignments**

Keyboarding practice

**Texts and References**

- 1) Required (representative example): VanHuss, et al. *Keyboarding Course, Lessons 1-25*. 20th edition. Cengage Learning, 2017.
- 2) Supplemental: None

**Student Learning Outcomes**

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

- 1) Identify, evaluate and correct faulty techniques which may be interfering with speed and accuracy development.
- 2) Analyze results of timed writings and assess needs for speed and/or accuracy development.
- 3) Demonstrate keyboard input at the rate of at least 20 net wpm unless a physical disability limits speed.