

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

**BUSINESS OFFICE TECHNOLOGY 103A – BUILDING KEYBOARDING SKILL I**

1.5 hours laboratory, .5 unit

**Catalog Description**

Designed for students who have completed a keyboarding course but wish to work further on developing speed and accuracy. Entering students should know the alphabetic keyboard by touch and key at a minimum rate of 20 net words per minute on a 5-minute timed writing.

**Prerequisite**

None

**Recommended Preparation**

“C” grade or higher or “Pass” in BOT 100 or equivalent

**Entrance Skills**

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

- 1) Demonstrate proper keyboarding techniques.
- 2) Demonstrate keyboard input at the rate of at least 20 wpm unless a physical disability limits speed.

**Course Content**

- 1) How to use the keyboarding software at a beginning level
- 2) Introduction to theory of skill development
- 3) How to take a pre-test for diagnostic purposes
- 4) How to select prescriptive drills for both speed and accuracy problems based on results of the pre-test
- 5) How to interpret post-test results

**Course Objectives**

Students will be able to:

- 1) Apply techniques of skill development acquired in previous coursework to increase keyboarding speed and accuracy.
- 2) Complete diagnostic drills and timings to determine rhythm patterns which may be interfering with speed.
- 3) Evaluate diagnostic timings for completion of select prescriptive drills.
- 4) Achieve a minimum rate of 25 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 keyboarding speed and accuracy
- 2) Final post-test which measure the student’s ability to key at a rate of 25 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**

Keyboarding practice

**Texts and References**

- 1) Required (representative example): Typing Club, [www.typingclub.com](http://www.typingclub.com), 2021.
- 2) Supplemental: None

**Exit Skills**

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

- 1) Apply experiences in previous coursework to identify methods for increasing keyboarding speed and accuracy.
- 2) Complete diagnostic drills and timings to determine rhythm patterns which may be interfering with speed.
- 3) Evaluate diagnostic timings for completion of select prescriptive drills.
- 4) Achieve a minimum rate of 25 net wpm on a 5-minute timed writing.

**Student Learning Outcomes**

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

- 1) Apply experiences in previous coursework to identify methods for increasing keyboarding speed and accuracy.
- 2) Complete diagnostic drills and timings to determine rhythm patterns which may be interfering with speed.
- 3) Achieve a minimum rate of 25 net wpm on a 5-minute timed writing unless a physical disability limits speed.