Laboratory Contact Hours: 24-27; Homework Hours: 0; Total Student Learning Hours: 24-27

CUYAMACA COLLEGE
COURSE OUTLINE OF RECORD

BUSINESS OFFICE TECHNOLOGY 103C – BUILDING KEYBOARDING SKILL III

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 30 net words per minute on a 5-minute timed writing. Those keying at a lower rate should enroll in BOT 103B.

Prerequisite
None

Recommended Preparation
"C" grade or higher or "Pass" in BOT 103B 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.
2) Achieve a minimum rate of 30 net wpm on a 5-minute timed writing.

Course Content
1) How to use keyboarding software at a proficient level
2) Continued use of skill development at an advanced level
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 advanced level skills

Course Objectives
Students will be able to:
1) Apply techniques of skill development acquired in previous coursework to increase keyboarding speed and accuracy to a proficient level.
2) Complete diagnostic drills and timings to determine rhythm patterns which may be interfering with advanced level speed development.
3) Evaluate diagnostic timings for completion of selected advanced level prescriptive drills.
4) Achieve a minimum rate of 35 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 advanced level keyboarding speed and accuracy
2) Final post-test which measure the student's ability to key at a minimum rate of 35 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, 2021.
2) Supplemental: None

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 a proficient level.
2) Evaluate diagnostic timings for completion of selected advanced level prescriptive drills for completion.
3) Achieve a minimum rate of 35 net wpm on a 5-minute timed writing unless a physical disability limits speed.