CAOT R802: KEYBOARDING SPEED AND ACCURACY

Originator
mpintocasillas

College
Oxnard College

Discipline (CB01A)
CAOT - Computer Apps/Office Tech

Course Number (CB01B)
R802

Course Title (CB02)
Keyboarding Speed and Accuracy

Banner/Short Title
Keyboarding Speed and Accuracy

Credit Type
Noncredit

Start Term
Fall 2020

Catalog Course Description
This course is designed to improve speed and accuracy in using the keyboard through development of proper technique, assessment of keyboarding deficiencies, and through individual practice to improve keyboarding deficiencies. It is for students who know the keyboard by touch but need more work on speed and/or accuracy. Drills for speed development and accuracy will be self-paced.

Taxonomy of Programs (TOP) Code (CB03)
0514.00 - *Office Technology/Office Computer Applications

Course Credit Status (CB04)
N (Noncredit)

Course Transfer Status (CB05) (select one only)
C (Not transferable)

Course Basic Skills Status (CB08)
N - The Course is Not a Basic Skills Course

SAM Priority Code (CB09)
C - Clearly Occupational

Course Cooperative Work Experience Education Status (CB10)
N - Is Not Part of a Cooperative Work Experience Education Program

Course Classification Status (CB11)
J - Workforce Preparation Enhanced Funding

Educational Assistance Class Instruction (Approved Special Class) (CB13)
N - The Course is Not an Approved Special Class

Course Prior to Transfer Level (CB21)
Y - Not Applicable

Course Noncredit Category (CB22)
I - Short-Term Vocational

Funding Agency Category (CB23)
Y - Not Applicable (Funding Not Used)

Course Program Status (CB24)
1 - Program Applicable

General Education Status (CB25)
Y - Not Applicable

Support Course Status (CB26)
N - Course is not a support course

Field trips
Will not be required

Grading method
Noncredit

Alternate grading methods
Letter Graded
Student Option- Letter/Pass
Pass/No Pass Grading

Does this course require an instructional materials fee?
No

Repeatable for Credit
Yes
Number of times a student may enroll in this course
Unlimited

Units and Hours

Carnegie Unit Override
No

Total in-Class (full semester or term)
Total Minimum Contact/In-Class Hours (for full semester or term; not weekly)
58
Total Maximum Contact/In-Class Hours (for full semester or term; not weekly)
58

Total Student Learning

Total Student Learning
Total Minimum Student Learning Hours
58
Total Maximum Student Learning Hours
58

Student Learning Outcomes (CSLOs)	
	Upon satisfactory completion of the course, students will be able to:
1	Demonstrate correct workstation technique
2	Demonstrate proper key-stroking technique

| 3 | Operate keyboard by touch effectively |
| 4 | Type 30 WPM in a five-minute timing with fewer than 6 errors |

Course Objectives

	Upon satisfactory completion of the course, students will be able to:
1	Identify areas of weakness by analyzing keyboarding performance on drills and timed writings
2	Keyboard from straight copy
3	Keyboard with an accuracy rate of 5 or fewer errors on a 5-minute timing
4	Apply proper keyboarding technique
5	Improve course entry keyboarding speed by at least five words per minute

Course Content

Lecture/Course Content

1. Skillbuilding Sessions
    a. Learning the Keyboard
    b. Achieving Mastery
    c. Numbers and Symbols
2. Assessment Sessions
    a. Three- four- and five-minute timings
3. Analyzing Reports
    a. Summary Report
    b. Comprehensive Report
    c. Progress Report
    d. Current Grade Report
4. Keyboarding Technique
    a. Keystroking
    b. Workstation
    c. Position at the keyboard
5. Additional Practice
    a. Speed development game--Car Racer

Methods of Evaluation

Which of these methods will students use to demonstrate proficiency in the subject matter of this course? (Check all that apply):
Skills demonstrations

Methods of Evaluation may include, but are not limited to, the following typical classroom assessment techniques/required assignments (check as many as are deemed appropriate):
Other (specify)
Projects
Skills demonstrations

Other
Timed Writings
Workstation Technique

Instructional Methodology

Specify the methods of instruction that may be employed in this course
Class discussions
Distance Education
Demonstrations
Instructor-guided use of technology
Lecture

Describe specific examples of the methods the instructor will use:
The instructor will discuss the importance of proper technique--workstation, position at the keyboard, and keystroking--and demonstrate correct finger placement and posture.

Representative Course Assignments

Writing Assignments
None

Reading Assignments
Students will be required to analyze their performance and session reports. Students will be required to read and review the Technique Evaluation Form on a regular basis.

Skills Demonstrations
Students will practice keyboarding by touch to reinforce keys and reaches learned and to apply proper technique to gradually increase keyboarding skill and words per minute.

Outside Assignments

Textbooks and Lab Manuals
Resource Type
Software

Description
Keyboardingonline.com. Ellsworth.

Library Resources

Sufficient Library Resources exist
Yes

Distance Education Addendum

Definitions

Distance Education Modalities
Hybrid (51%–99% online)
Hybrid (1%–50% online)
100% online

Faculty Certifications

Faculty assigned to teach Hybrid or Fully Online sections of this course will receive training in how to satisfy the Federal and state regulations governing regular effective/substantive contact for distance education. The training will include common elements in the district-supported learning management system (LMS), online teaching methods, regular effective/substantive contact, and best practices.
Yes

Faculty assigned to teach Hybrid or Fully Online sections of this course will meet with the EAC Alternate Media Specialist to ensure that the course content meets the required Federal and state accessibility standards for access by students with disabilities. Common areas for discussion include accessibility of PDF files, images, captioning of videos, Power Point presentations, math and scientific notation, and ensuring the use of style mark-up in Word documents.
Yes

Regular Effective/Substantive Contact

Hybrid (1%–50% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Topics will be presented for discussion with the opportunity to present and answer questions and provide feedback.
E-mail	Email will be used for individual interaction between professor and student and to send group emails with reminder of deadlines of upcoming events and course content.
Face to Face (by student request; cannot be required)	Individual face to face assistance will be provided as required.
Telephone	Telephone will be used for individual communication between professor and student to discuss more sensitive content.

Hybrid (51%–99% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Topics will be presented for discussion with the opportunity to present and answer questions and provide feedback.
E-mail	Email will be used for individual interaction between professor and student and to send group emails with reminder of deadlines of upcoming events and course content.
Face to Face (by student request; cannot be required)	Individual face to face assistance will be provided as required.
Telephone	Telephone will be used for individual communication between professor and student to discuss more sensitive content.

100% online Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Topics will be presented for discussion with the opportunity to present and answer questions and provide feedback.
E-mail	Email will be used for individual interaction between professor and student and to send group emails with reminder of deadlines of upcoming events and course content.
Telephone	Telephone will be used for individual communication between professor and student to discuss more sensitive content.
Face to Face (by student request; cannot be required)	Individual face to face assistance will be provided as required.

Examinations

Hybrid (1%–50% online) Modality

Online
On campus

Hybrid (51%–99% online) Modality

Online
On campus

Primary Minimum Qualification

OFFICE TECHNOLOGIES

Additional Minimum Qualifications

Minimum Qualifications
Business Education

Review and Approval Dates

Department Chair
02/06/2020

Dean
02/06/2020

Technical Review
2/12/2020

Curriculum Committee
2/12/2020

DTRW-I
2/13/2020

Curriculum Committee
2/26/2020

Board
03/10/2020

CCCCO
MM/DD/YYYY

Control Number
CCC000594058

DOE/accreditation approval date
MM/DD/YYYY