



ANTELOPE VALLEY COLLEGE

Academic Affairs
Course Outline of Record

Academic Affairs Only

<input type="checkbox"/>	New Course
<input type="checkbox"/>	Effective Date (for articulation)
<input checked="" type="checkbox"/>	COR Revision 4/22/2010
<input type="checkbox"/>	Pre Req/Advisories
<input type="checkbox"/>	Other Changes
<input checked="" type="checkbox"/>	SLOs 10/12/2009

COURSE SUBJECT & NUMBER: OT 105

COURSE NAME: Beginning Keyboarding Technique

COURSE UNITS: 1 **COURSE HOURS:** 30 hours total

COURSE REQUISITES: *(Follow format of similar courses found in the college catalog.)*

Advisory: Eligibility for READ 099

COURSE DESCRIPTION: *(Write a short paragraph providing an overview of topics covered. Be sure to identify target audience--transfer, major, GE, degree/certificate, etc. If repeatable, state the number of times at end of description as (R#).*

This short-term course is designed for the inexperienced keyboarding student seeking an introduction to keyboarding technique and fingering skills. Only the basic alphabetic, numeric, and symbol keys are introduced. This course is not designed to develop vocational keyboarding skill and is not recommended for office technology majors. **NOTE:** No grade will be given for this class; student will receive "pass" or "no pass" only. (AVC) (R1)

COURSE OBJECTIVES: *(Title 5 requires that courses show evidence of critical thinking skills. Use Bloom's taxonomy to formulate concise, performance-based measurable objectives common to all students. Objectives must be closely aligned with course content, assignments, and methods of evaluation)*

Upon completion of course, the successful student will be able to

- *1. Develop touch control of the keyboarding using proper keyboarding techniques.
- 2. Build basic speed and accuracy skills.

*Denotes SCANS competencies.

Course Subject & Number: OT 105

Course Name: Beginning Keyboarding Technique

COURSE CONTENT: *(Enter course content in terms of specific topics or a specific body of knowledge that each instructor must cover. Put topics in outline form with major and minor headings. Each instructor must cover all material listed below.)*

I. DEVELOPING KEYBOARDING SKILLS

- A. Letters
- B. Numbers
- C. Symbols

Course Subject & Number: OT 105
Course Name: Beginning Keyboarding Technique

TYPICAL HOMEWORK ASSIGNMENTS: (Do not include in-class work, quizzes, or tests)
This information is necessary for all credit courses. Assignments should be closely related to course objectives, content, and methods of evaluation. (See sample of a “Model Outline” in the AP&P Standards & Practices Handbook.) Include a range of assignments (minimum of three) from which faculty may choose when designing their syllabus.

1. Describe nature and frequency of typical reading assignments if applicable; note if any are required:

Daily reading assignments of approximately 5 pages will include textbook materials and assignment descriptions provided by instructors.

2. Describe nature and frequency of typical writing assignments if applicable; note if any are required:

N/A

3. Describe nature and frequency of typical computational assignments if applicable; note if any are required:

N/A

4. Describe other types of homework assignments that students may be asked to complete (oral presentations; special projects; visual/performing arts; etc); note if any are required:

Students will complete keyboarding drills to improve their speed and accuracy.

*For categories 1-4 above, list the estimated hours per week it would take a student to complete assignments. Title 5 (section 55002) requires that each unit must be shown to require three hours of work per week by the student either in or out of class. Homework formula: 3 hours of class work *times* each unit of credit *minus* classroom hours *equals* required homework hours.*

Reading Assignments: 0.5

Writing Assignments:

Computational Assignments:

Other Assignments: 0.5

Course Subject & Number: OT 105

Course Name: Beginning Keyboarding Technique

METHODS OF INSTRUCTION: *(Methods must be consistent with content and appropriate to objectives; state in terms of what instructor will be doing in order to present course content to students: for example, lecture, demonstration, present audio/visual materials; facilitate group work, etc. Do not list specific instructional equipment.)*

Lecture, instructor-led demonstration, and one-on-one student assistance.

METHODS OF EVALUATION: *(These must be clearly related to course objectives and reflect course content and assignments in order to comply with Title 5 requirements. Describe what instructor will be looking for when evaluating various assignments and tests in order to determine whether students have met course objectives. Grades must be based on demonstrated proficiency in subject matter and determined, where appropriate, by essays, objective and essay tests, research papers or projects, problem solving exercises, or skills' demonstrations.)*

Objectives 1-2

Timed writing results for speed and accuracy will be used to measure speed, accuracy, and keyboarding technique.

Objective examinations to include true/false, multiple choice, matching, and fill-in will be used to measure students' knowledge of keyboarding technique and computer commands.

Suggested Texts or Other Instructional Materials

(List several when possible; include title, author, publisher, date, and latest edition. If older than five years, provide brief rationale.)

College Keyboarding and Document Processing, Lessons 1-20, 10th edition

Scot Ober, Jack E. Johnson, and Arlene Zimmerly

Glencoe McGraw-Hill, 2006