Modesto Junior College
Course Outline of Record
OFADM 301

I. **OVERVIEW**
The following information will appear in the 2010 - 2011 catalog

**OFADM 301 Beginning Keyboarding**  
1.5 Units

Development of basic alpha/numeric keyboarding skills needed for the operation of the keyboard by the touch system. Drills to develop speed and accuracy on straight copy. Designed for students with no previous keyboarding/typewriting experience.

Field trips are not required. (A-F Only) Lecture /Lab

II. **LEARNING CONTEXT**
Given the following learning context, the student who satisfactorily completes this course should be able to achieve the goals specified in Section III, Desired Learning:

A. **COURSE CONTENT**

1. **Required Content:**
   a. Correct technique of the touch system on the alphanumeric keyboard.
   b. Operative keystrokes to execute the microcomputer keyboarding software.
   c. Drills applicable to the development of speed and accuracy on the alphanumeric keyboard.
   d. Timings to determine words per minute keyboarded for 1- and 2-minutes.
   e. Remedial drills as necessary from appropriate microcomputer software.
   f. Advantages of developing touch system on alphanumeric keyboard.
   g. Spacing and punctuation rules for document preparation.

2. **Required Lab Content:**
   a. Correct technique of the touch system on the alphanumeric keyboard.
   b. Operative keystrokes to execute the microcomputer keyboarding software.
   c. Drills applicable to the development of speed and accuracy on the alphanumeric keyboard.
   d. Timings to determine words per minute keyboarded for 1- and 2-minutes.
   e. Remedial drills as necessary from appropriate microcomputer software.
   f. Advantages of developing touch system on alphanumeric keyboard.
   g. Spacing and punctuation rules for document preparation.

B. **HOURS AND UNITS**
C. **METHODS OF INSTRUCTION (TYPICAL)**
Instructors of the course might conduct the course using the following method:

1. Individualized instruction of unit material.
2. Assigned study of units/lesson topics.
3. Demonstrate and emphasize correct techniques used in the keyboarding by the touch system on the alphanumeric keyboard.
4. Emphasize the operative keystrokes to execute the microcomputer software program.

D. **ASSIGNMENTS (TYPICAL)**

1. **EVIDENCE OF APPROPRIATE WORKLOAD FOR COURSE UNITS**
   *Time spent on coursework in addition to hours of instruction (lecture hours)*
   
a. Daily assigned drills using appropriate microcomputer software to develop speed and accuracy on straight-copy material for 1- and 2-minute timings.
   
b. Weekly assigned homework on basic punctuation, spacing, and other document presentation rules.

2. **EVIDENCE OF CRITICAL THINKING**
   *Assignments require the appropriate level of critical thinking*
   
a. Each student will critically analyze keyboarded assignments for correctness of copy.
   
b. Each student will identify spelling and formatting errors in keyboarded copy.
   
c. Each student will give examples of the advantages of keyboarding by touch system.

E. **TEXTS AND OTHER READINGS (TYPICAL)**


III. **DESIRED LEARNING**

A. **COURSE GOAL**
   *As a result of satisfactory completion of this course, the student should be prepared to:*
   
   use the alphabetic, numeric, and symbol keys on a keyboard by touch.

B. **STUDENT LEARNING GOALS**
   *Mastery of the following learning goals will enable the student to achieve the overall course goal.*

1. **Required Learning Goals**
   *Upon satisfactory completion of this course, the student will be able to:*
   
a. Explain the advantages of developing the touch system on the alphanumeric keyboard.
b. Identify the correct techniques of keyboarding by the touch system on the alphanumeric keyboard and be able to analyze good and bad elements of technique.

c. Describe the basic components of a microcomputer system.

d. Explain the use and function of input and output devices such as keyboard, mouse, display screen, and printer.

e. Recall effective practice procedures to increase speed and accuracy.

f. Recall the rules for spacing after symbols and punctuation.

g. Explain and demonstrate the necessary operative keystrokes to execute the microcomputer keyboarding software.

2. Lab Learning Goals
   
   Upon satisfactory completion of the lab portion of this course, the student will be able to:

a. Demonstrate the ability to keyboard straight-copy speed materials on 1- and 2- minute timings.

b. Demonstrate correct spacing following symbols and punctuation.

c. Demonstrate the ability to apply the correct techniques of the touch system on the alphanumeric keyboard.

IV. METHODS OF ASSESSMENT (TYPICAL)

A. FORMATIVE ASSESSMENT

1. Homework assignments.

2. Technique evaluation as measured by the use of a technique checklist.

B. SUMMATIVE ASSESSMENT

1. Growth in speed and accuracy is measured by 1- and 2-minute timed writings.

2. A separate grade is assigned for speed and accuracy on the best three 1-minute timed writings.

3. The final grade is based on the following criteria:
   
   - Speed 20%
   - Accuracy 20%
   - Assignments 10%
   - Technique 40%
   - Final Exam 10%

4. Comprehensive exam