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

**OFADM 303 Keyboarding for Speed and Accuracy**  
*0.5 Unit*

*Recommended for Success:* Before enrolling in this course, students are strongly advised to satisfactorily complete OFADM 301 or ability to keyboard by touch at 20 GWAM.

Keyboarding course designed to diagnose a student's current keyboarding skills needs, prescribe appropriate practice materials, measure skill development, improve speed and accuracy, and continually evaluate the skill building process.

Three maximum completions.  
Field trips are not required.  

(A-F Only) /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:**

2. **Required Lab Content:**
   a. Manipulate parts and functions of the computer/software commands.
   b. Diagnostic drills.
   c. Keyboard review.
   d. Corrective drills applicable to control of keyboard, accuracy, and speed.
   e. Measurement of skill.
   f. Evaluation of skill building progress.
   g. Review of correct keyboarding techniques.

B. **ENROLLMENT RESTRICTIONS**

1. **Advisories**

Before enrolling in this course, students are strongly advised to satisfactorily complete OFADM 301 or ability to keyboard by touch at 20 GWAM.

2. **Requisite Skills**

Before entering the course, the student will be able to:
   a. The ability to keyboard by touch at 20 GWAM.
C. **HOURS AND UNITS**

<table>
<thead>
<tr>
<th>INST METHOD</th>
<th>TERM HOURS</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lect</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Lab</td>
<td>27</td>
<td>0.50</td>
</tr>
<tr>
<td>Disc</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

D. **METHODS OF INSTRUCTION (TYPICAL)**

Instructors of the course might conduct the course using the following method:

1. Individualized instruction of unit material to achieve course objectives and reach student’s stated goal.
3. Guided practice utilizing text problems and software.
4. Use of the computer software for skill building through three separate levels of speed and accuracy training.

E. **ASSIGNMENTS (TYPICAL)**

1. **EVIDENCE OF APPROPRIATE WORKLOAD FOR COURSE UNITS**
   
   *Time spent on coursework in addition to hours of instruction (lecture hours)*

   Lab only - no outside-of-class hours required.

2. **EVIDENCE OF CRITICAL THINKING**

   Assignments require the appropriate level of critical thinking

   a. Given a specific task, each student is required to recall from instructions given in the syllabus the steps to follow in order to resolve the problem and obtain the results relevant to the objectives of the course.

   b. Each student is required to apply the principles in completing a given task, thereby involving judgmental processes as well as critical thinking in the learning process to achieve objectives.

F. **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:

   demonstrate improvement of speed, accuracy, and control on two recordable 3-minute or 5-minute timed writings (dependent on placement of course goal) as measured by completion and accuracy of assigned timed assessments.

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:

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

a. Demonstrate and develop correct keyboarding techniques applicable to keyboarding by touch for speed and accuracy. Second and third completion: demonstrate techniques at higher skill levels for speed and accuracy.

b. Demonstrate and develop keyboarding speed by the touch system on straight copy material. Second and third completion: demonstrate techniques at higher skill levels for speed.

c. Demonstrate and develop accuracy by the touch system on straight copy material. Second and third completion: demonstrate techniques at higher skill levels for accuracy.

d. Demonstrate and develop skill in the basic functional computer/software commands for speed and accuracy. Second and third completion: demonstrate techniques at higher skill levels for speed and accuracy.

IV. METHODS OF ASSESSMENT (TYPICAL)

A. FORMATIVE ASSESSMENT

1. Technique evaluation as measured by technique checklist and observed by instructor.

2. Growth measured in speed and accuracy on 3-, and 5-minute timings through the use of a speed improvement scale and/or an accuracy improvement scale.

B. SUMMATIVE ASSESSMENT

1. Final grade is determined by composites of student performance as follows:
   1. Basic technique 20%
   2. Speed improvement or accuracy improvement 80%