

**College of San Mateo**  
**Official Course Outline**

1. **COURSE ID:** BUS. 317    **TITLE:** Keyboarding Skill building  
**Semester Units/Hours:** 1.5 units; a minimum of 24.0 lecture hours/semester  
**Method of Grading:** Grade Option (Letter Grade or P/NP)  
**Recommended Preparation:**  
    BUS. 315,
2. **COURSE DESIGNATION:**  
**Degree Credit**  
**Transfer credit:** CSU  
**AA/AS Degree Requirements:**  
    CSM - GENERAL EDUCATION REQUIREMENTS: E5d. Career Exploration and Self-Development
3. **COURSE DESCRIPTIONS:**  
**Catalog Description:**  
    Course provides individualized instruction to increase keyboarding speed and accuracy with use of an interactive computer skill-building program.
4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**  
    Upon successful completion of this course, a student will meet the following outcomes:
  1. demonstrate improvement in both keyboarding speed and accuracy through diagnostic tests
  2. meet industry standards for keyboarding speed and accuracy.
5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**  
    Upon successful completion of this course, a student will be able to:
  1. demonstrate improvement in both keyboarding speed and accuracy through diagnostic tests.
  2. meet entry-level industry standards for keyboarding speed and accuracy.
6. **COURSE CONTENT:**  
**Lecture Content:**
  1. Orientation
  2. Discussing industry standards for keyboarding speed and accuracy.
  3. Developing an individualized plan for improving speed and accuracy.
  4. Accessing and navigating the Skillbuilding tutorial program.
  5. Evaluating typing techniques for improving speed and accuracy.
  6. Completing Skillbuilding Lessons.
  7. Diagnostic testing of speed and accuracy improvement.
7. **REPRESENTATIVE METHODS OF INSTRUCTION:**  
    Typical methods of instruction may include:
  1. Other (Specify): a. Class takes place in the Business Skills Lab where students have the opportunity to apply the knowledge gained from the lecture. b. Instructor will lecture about Course Content topics. c. Students will work independently on textbook exercises to improve speed and accuracy. d. Students will be required to print and hand in or email diagnostic tests. e. Instructor will provide feedback and guidance based on results of diagnostic tests. f. Students will have access to the computer labs during open lab hours to work on any homework projects.
8. **REPRESENTATIVE ASSIGNMENTS**  
    Representative assignments in this course may include, but are not limited to the following:  
**Reading Assignments:**  
    Read handouts such as Ergonomics and Typing; Typing Positions and Stretches
9. **REPRESENTATIVE METHODS OF EVALUATION**  
    Representative methods of evaluation may include:
  1. Exams/Tests
  2. Diagnostic tests will be evaluated by the instructor and assigned percentage point values for completeness, correctness and timeliness.

10. **REPRESENTATIVE TEXT(S):**

Possible textbooks include:

1. Johnson/Sharp. *Skillbuilding Pro.*, 1st ed. Southwest Publishing, 2008

**Origination Date:** August 2010

**Curriculum Committee Approval Date:** November 2012

**Effective Term:** Fall 2013

**Course Originator:** Patricia Brannock