**Outline of Instruction**

<table>
<thead>
<tr>
<th>Division:</th>
<th>Business</th>
<th>Area:</th>
<th>Administrative Professional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number:</td>
<td>ADMIN 131-B</td>
<td>Course Name:</td>
<td>Keyboarding Skills Enhancement</td>
</tr>
<tr>
<td></td>
<td>(formerly EOS 131-B)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prerequisite:</td>
<td>ADMIN 102, EOS 102 or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corequisite:</td>
<td>touch keyboarding skills of 30 NWPM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours Required:</td>
<td>Class: 55</td>
<td>Lab: 55</td>
<td>Credits: 1</td>
</tr>
</tbody>
</table>

**Course Description/Purpose**

This course presents proven techniques for increasing keyboarding speed and accuracy. The student will complete lessons following a routine of focusing on one letter and completing 15-second, 30-second, and one- and two-minute timings which enforce that letter. This is a self-paced course in the Regional Computer Technology Center and the Business Learning Lab using a Web site specifically created for skill building.

**Major Units**

- Diagnostic tests and corrective drills
- Development of speed and accuracy

**Educational/Course Outcomes**

Student learning will be assessed by a variety of methods, including, but not limited to, quizzes and tests, journals, essays, papers, projects, laboratory/clinical exercises and examinations, presentations, simulations, portfolios, homework assignments, and instructor observations.

- **Cognitive**  Each student will be expected to **Identify/Recognize**...
  - the importance of using proper technique to enhance speed and accuracy
  - the relationship of practicing drills to the increase in speed and accuracy

- **Performance**  Each student will be expected to **Demonstrate/Practice**...
  - corrective drills
  - an increase in speed and accuracy after thoughtful practice of these drills

- **Attitudinal**  Each student will be expected to **Believe/Feel/Think**...
  - more confident in their keyboarding skill
  - a better for the skill of keyboarding in the office setting

Rev. 11/05:BG
4/2001:BG:ls