JEFFERSON COLLEGE

COURSE SYLLABUS

BIT110

KEYBOARDING SPEEDBUILDING

1 credit hour

Prepared by:

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Career and Technical Education
Dr. John Keck, Dean
Brenda Russell, Associate Dean
BIT 110 Keyboarding Speedbuilding

I. CATALOG DESCRIPTION

A. Prerequisites:
   Completion of BIT 100, Keyboarding Skillbuilding or instructor approval. Keyboarding Speedbuilding out is a requirement for all BIT Associate of Applied Science degree and certificate majors. (F, S)

B. 1 semester hour credit (5-week session)

C. Keyboarding Speedbuilding provides intensive practice in speed and accuracy development through remediation, reinforcement and skill building.

D. Students may test out of this course if they have completed a full year of keyboarding within the last three years with a “C” average and/or can demonstrate their ability to keyboard at speeds of 40 to 45 wpm on five-minute timings with five or fewer errors.

II. EXPECTED LEARNING OUTCOMES/ASSESSMENT MEASURE

<table>
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<tr>
<th>Students will improve keystroke proficiency.</th>
<th>Students will demonstrate keystroke proficiency on homework, quizzes, in-class assignments, diagnostic review, and progress check timings.</th>
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<tr>
<td>Students will practice the touch method of keyboarding using the home-row technique of alphabetic, numeric, and symbols.</td>
<td>Students will demonstrate the touch method of keyboarding on homework, quizzes, in-class assignments, diagnostic review, and progress check timings.</td>
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<tr>
<td>Students will improve speedbuilding (speed and accuracy) in keyboarding.</td>
<td>Students will attain speedbuilding (speed and accuracy) in keyboarding by demonstrating their ability to keyboard at speeds of 40 to 45 wpm on five-minute timings with five or fewer errors on progress check timings and course exit timings.</td>
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III. COURSE OUTLINE WITH UNIT OBJECTIVES

A. Assess initial speed and accuracy level.
   1. Measure keyboarding speed and accuracy at the outset of the speedbuilding program through the use of a course entry timing.
B. Determine specific keyboarding problems.
   1. Analyze keyboarding problems through the use of diagnostic testing.

C. Select the appropriate practice lessons.
   1. Based on diagnostic testing, select appropriate practice lessons for the purpose of reinforcement and remediation.

D. Establish skill-improvement goal for each practice lesson.
   1. Through the use of a lesson pretest establish a skill-improvement goal.

E. Practice specially designed exercises in a prescribed manner.
   1. Based on diagnostic testing and analyzing of keyboarding problems, specific concepts will be practiced.

F. Determine if the practice goal was achieved.
   1. Use a posttest after each lesson to determine whether goal was obtained.

G. Measure overall speedbuilding and accuracy progress at regular intervals.
   1. Use progress check timings frequently and a course exit timing at the end of the course to measure overall progress.

IV. METHODS OF INSTRUCTION

   A. Individualized assessment of initial skills
   B. Daily supervised instruction
   C. Use of computer program
   D. Pretest-Practice-Posttest
   E. Progress Check timings and Exit timings

V. REQUIRED TEXTBOOK(S) WITH PUBLICATION INFORMATION


VI. REQUIRED MATERIALS

   Paper and 3 ¼” data disks will be furnished for the student

VII. SUPPLEMENTAL REFERENCES

   None
VIII. METHOD OF EVALUATION

A. Timed Writings Daily Assignments Performance Tests Attendance

This course is evaluated on a pass/fail basis.

IX. ADA AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library; phone 636-797-3169).

X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see College website http://www.jeffco.edu/jeffco).

XI. ATTENDANCE STATEMENT

Regular and punctual attendance is expected of all students. Any one of these four options may result in the student being removed from the class and an administrative withdrawal being processed: (1) Student fails to begin class; (2) Student ceases participation for at least two consecutive weeks; (3) Student misses 15 percent or more of the coursework; and/or (4) Student misses 15 percent or more of the course as defined by the instructor. Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalog or a Student Financial Services representative for more details.

XII. OUTSIDE OF CLASS ACADEMICALLY RELATED ACTIVITIES

The U.S. Department of Education mandates that students be made aware of expectations regarding coursework to be completed outside the classroom. Students are expected to spend substantial time outside of class meetings engaging in academically related activities such as reading, studying, and completing assignments. Specifically, time spent on academically related activities outside of class combined with time spent in class meetings is expected to be a minimum of 37.5 hours over the duration of the term for each credit hour.