



Mendocino College

COURSE LEVEL STUDENT LEARNING OUTCOMES

Term Effective: Spring 2008
Semester Year

Title: Keyboarding/Typing Skillbuilding
(limit to 50 characters including spaces)

Course Number: BOT 105

Initiator: Terri Robertson

Date Submitted: 11/8/2007

Units Min: 0.50

If this is a variable unit course, then the relationship between units and any difference in expected SLO's should be explained.

Units Max: 1.50

Lecture Hours: 0.00 to 0.00

Lab Hours: 1.50 to 4.50

Activity Hours: 0.00 to 0.00

Student Learning Outcomes: *(Enter the SLO's in an outline format. Use the Ctrl + Tab keys to indent for subtopics.)*

1. Improve overall speed or accuracy
 2. Increase speed in keyboarding alphabetic copy
 3. Improve accuracy on the letters mistyped most often
 4. Increase typing speed with the weaker hand until it equals the typing speed with the stronger hand
 5. Improve stroking accuracy by working to eliminate transposition and other errors that result from lack of concentration
 6. Improve stroking speed and accuracy on the punctuation, symbol, and number keys
- These outcomes will be assessed by determining increased speed and accuracy by timed writings.

SIGNATURES / APPROVALS:

Instructor(s) _____
Signature Date

Instructor(s) _____
Signature Date