

COURSE INFORMATION

Course Number: AOT 106
Course Title: Keyboarding Lab I
Lec. Hours/Week: 2
Lab Hours/Week: 0
Credit Hours: 1

DL ATTENDANCE/VA STATEMENT TEXTBOOK INFORMATION

COURSE DESCRIPTION

This lab focuses on improving keyboarding speed and accuracy.

COURSE COMPETENCIES

Module 1: Improving Keying Performance

- Demonstrate improved keyboarding techniques.
- Demonstrate mastery of alphabetic keys.
- Key at a specified rate of speed.
- Key with a specified accuracy rate.

MINIMUM STANDARDS

- Students will establish individual speed and accuracy goals with the instructor.
- Students will practice timed writings to achieve individual speed goals.
- Students will practice timed writings to achieve at least a 90% accuracy goal.
- Students will be responsible for submitting weekly performance records (portfolio) on assigned dates.

COURSE REQUIREMENTS

Student Conduct

The policies stated in the York Technical College Catalog and Handbook will be enforced. "The College reserves the right to decline admission, to suspend or to require the withdrawal of anyone whose conduct is disruptive to the educational process." Any student caught cheating or involved in any other academic dishonesty will be given a grade of zero and will be subject to further disciplinary action."

Attendance

This course is online. Students must log on to the course and complete and submit weekly assignments by the due date as a demonstration of participation/attendance.

METHODS OF INSTRUCTION

Students will work individually to achieve the predetermined speed and accuracy goals by completing 160 timings.

The course is one module. Students may exempt the module by achieving the necessary goals and by completion of the module test with a score of at least 80%.

EVALUATION STRATEGIES/GRADING

The course grade will be based on performance as identified by the Student Performance Record and portfolio, speed and accuracy goal, and software utilization.

Module 1	Module %	Grade
Student Performance Record	25	
Speed and accuracy	50	
Software timing attempts	25	
Final Grade		

Final grades will be based on the following scale:

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

AOT students must make a "C" or better to go on to the next sequence course.

ENTRY-LEVEL SKILLS: None

PREREQUISITES: Keyboarding skills

CO-REQUISITES: None