

**Los Angeles Valley College
Course Level Student Learning Outcomes (SLO)**

Course Name and Number: CAOT 1 – Computer Keyboarding

Course Objectives: (List the course objectives as they appear in the course outline of record.)

Keyboard straight copy paragraph material by touch.

Use the basic features of word processing software efficiently-- such as open and close a word processing software program, change margins, font style, line spacing, underline, and italics.

Correctly format and keyboard basic business letters and memoranda using word processing software. Use spelling, grammar, print, and formatting features.

Correctly format and keyboard academic, business reports and boxed tables using word processing software. Use borders, merge, alignment and auto fit table features.

Develop speed and accuracy by completing prescriptive drills and exercises.

Develop speed and accuracy on numeric key pad.

Use the computer effectively to keyboard straight copy paragraph material by touch.

Establish 1–2 course level student learning outcomes and indicate how each SLO will be assessed.

Course Level Student Learning Outcome	Assessment Measure
Key, using correct touch-typing techniques, a minimum of 25 words a minute with no more than 3 errors for 3 minutes on 3 instructor-administered timed writings.	Students will be given a series of timed writings. Eighty percent of the students will key 25 words a minute for 3 minutes with no more than 3 errors.
Produce block-style letters, memorandums, tables, and academic and business reports in mailable format.	In a practical exam on the computer in which students prepare a business letter, memorandum, table and report, 80 percent of the students will accurately complete at least three of the formatting tasks.