

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

Course Name and Number: CAOT 9 – Computer Keyboarding Improvement

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

Keyboard straight copy material by touch

Demonstrate improved Keyboarding speed

Use efficiently the basic computer parts necessary for keyboarding--mouse, monitor, CPU, and drives

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

Course Level Student Learning Outcome	Assessment Measure
Applying keyboard mastery skills, students will accurately key alphabetic characters, numbers, symbols, and punctuation marks.	Students will demonstrate correct fingering, sitting position, and keying techniques with 90% accuracy. A checklist of 20 correct techniques will be used to determine accuracy.
Illustrate improved typing speed and accuracy while maintaining accurate control levels based on pretest given at the beginning of the course.	Students will be given a pretest to determine beginning speed. Students will be given a post test to determine final keying speed. Students will increase keying speed a minimum of 5 words a minute, with a maximum of 5 errors on a 5-minute timed writing over the pretest score.