

OUTCOMES BASED LEARNING MATRIX

Course: CTIM148 – Computer Keyboarding Workshop (1 credit, 15 hours)

Department: Computer Technology and Information Management

Description: This course provides a thorough knowledge of the keyboard and the basic principles of touch typing. The student will develop a typing speed of 20+ words per minute.

COURSE OUTCOMES	OUTCOMES ACTIVITIES	ASSESSMENT TOOLS
At the conclusion of this course, the student will possess the following computer keyboarding competencies using Word software:		
Computer keyboard with a speed of 20 words per minute with no more than 3 errors on a two-minute writing utilizing the correct touch computer keyboarding technique on alphabetic straight-copy material.	Computer keyboard with the proper touch typing technique on a two-minute timed writing with an aim of producing at least 2 two-minute timed writings with a speed of 20 words per minute with no more than three errors. (TS, R)	<ul style="list-style-type: none"> a. Demonstrate to the instructor proper touch typing technique via class drills. (TS, R) b. Hands-on two-minute timed writings administered in class. (TS, R)
To strengthen Core Competencies in order to increase success in this and other courses and in the workplace.	Referenced above	Referenced above.

Core Competencies for outcomes activities and assessment tools: Critical Thinking (CT); technology skills (TS); oral communications (OC); quantitative skills (QS); reading (R); writing (W).