

COURSE OUTLINE

OFFI-279

Keyboarding

1 Credit

HOWARD COMMUNITY COLLEGE

Description

After successful completion of this course, the student will be able to touch type and use correct keyboard technique. Speed and accuracy development are stressed. This course may be completed in fewer than 14 weeks and may be started at any time during the school year. All work for this course (except graded speed and accuracy tests) may be done outside of class.

Overall Course Objectives

Upon completion of this course, the student will be able to:

1. Type the alphabetic keys of a standard keyboard using the touch system.
2. Type a minimum of 30 wpm for three minutes with a maximum of two errors.
3. Type the numeric keys.

Major Topics

- I. Keyboarding techniques
- II. Alphabetic Keys
- III. Numeric Keys

Course Requirements

Grading/exams: Specific assignments and procedures for evaluating student performance in the class will be described in the individual class syllabus, but will include the following:

- 3-minute timed-writing test.

Other Course Information

Call 443-518-4876 between 9 a.m. and 3 p.m. for more information about this course.

This course is a business elective.