

**Course Outline**  
**OFAD 101**  
**Keyboarding for Personal Use**  
**1 Semester Hour**

**The Community College of Baltimore County**

**Description**

Keyboarding for Personal Use

Uses a self-paced structure to teach the touch method of keyboarding; provides mastery of the alphabetic, numeric, and symbol keys through a self-paced course.

**Overall Course Objectives.**

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

1. operate a personal computer,
2. use the proper posture while keyboarding,
3. keyboard letters, numbers, and symbols using the touch typing technique,
4. apply proofreading skills, and
5. set and attain speed and accuracy goals.

**Major Topics**

1. Correct keyboarding technique
2. The alphabetic keys
3. The number and symbol keys
4. Completing timed writings

**Course Requirements**

Final grades will be computed as follows:

<u>Evaluation</u>	<u>Point Value</u>
10 Lessons	0
20 Lessons	200
Technique Evaluation	50
Theory Tests (2)	100
Timed Writings (2)	<u>100</u>
	450

Final letter grades (based on total points earned) will be awarded as follows:

405 – 450 = A

360 – 404 = B

315 – 359 = C

270 – 314 = D

Below 270 = F

### **Other Course Information**