

Common Course Outline
OFAD 102
Basic Keyboarding Applications
2 Credits

The Community College of Baltimore County

Description

Basic Keyboarding Applications

Uses a self-paced course structure to develop alphabetic and numeric keyboarding skills with drill work on speed and accuracy; introduces formatting procedures for letters, memos, and short reports.

Overall Course Objectives

Upon completion of this course, students will be able to:

touch type the alphabetic keys
touch type the top-row numbers/symbols
touch type the numbers on the numeric keypad
format business letters, interoffice memos, and short reports

Major Topics

Alphabetic Keyboard Skills
Number and Symbol Keyboard Skills
Numeric Keypad Skills
Skill Building and Introduction to Formatting

Course Requirements

Grading/exams: Grading procedures will be determined by the individual faculty member but will include the following: You will be responsible for all material covered in the learning activities packet. The final grade will be determined by instructor observations during timed writings, the grades earned tests, quizzes and the final exam, the speed attained on three-minute timings. The percentages for calculating the final grade are as follows:

Final Determination		Speed Goals	
Test	40%	A	= 28 wpm +
Quizzes	20%	B	= 24-27 wpm
Speed	30%	C	= 20-23 wpm
Final Exam	10%	D	= 17-19 wpm
		F	= below 17 wpm

Other Course Information

This is a self-paced, skill-oriented course where consistent attendance is mandatory to complete it within a semester's time frame. You are expected to attend class at the times selected during registration. If you miss a class, schedule a make-up time. If you fall behind, it may be necessary for you to schedule additional class time.

