

Course Outline
OFAD 103
Building Speed and Accuracy
1 Semester Hour

The Community College of Baltimore County

Description

Building Speed and Accuracy

Improves typing speed and accuracy using the touch method of typing; encourages self-analysis of errors and intensive drills that concentrate on weak skill areas.

Prerequisite: OFAD 104

Overall Course Objectives

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

1. type with improved techniques,
2. use correct stroking when typing,
3. type with fewer errors, and
4. type at a faster speed.

Major Topics

1. Self-analysis of errors
2. Determining self-corrective drills to improve speed and accuracy

Course Requirements

Your final grade will be based upon the average increase in NWAM (net words a minute) on five-minute timed writings from the beginning to the end of the course.

Entering Speed (NWAM)	Increase in NWAM for a Grade of			
	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>
60+	5	4	3	2
50-596	5	4	2	
40-497	5-6	4	3	
30-397	6	5	3	
20-298	7	5	4	

Other Course Information

