

Common Course Outline
OFAD 102
Keyboarding I: Basic Keyboarding
2 Credits

The Community College of Baltimore County

Description

OFAD 102 – 2 credits – Keyboarding I: Basic Keyboarding develops a touch typing skill on the alphabetic, numeric, and symbol keys. Students learn to type using correct reaches from the home row position and to keep eyes on copy while typing. Students build speed and accuracy gradually beginning with one-minute timed writings and moving to three-minute timed writings. Correct posture is stressed to teach students how to avoid muscle fatigue and reduce behaviors that lead to carpal tunnel syndrome.

2 Credits

Prerequisites: None

Overall Course Objectives

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

1. type the alphabetic, numeric, and symbol keys using correct touch typing technique;
2. reach for top row, bottom row, tab, and shift keys from the home row position using the correct fingers;
3. proofread documents accurately to identify keying errors;
4. apply spacing rules when keying symbol and punctuation characters;
5. build keying stamina on progressive practice timed writings; and
6. demonstrate keyboarding proficiency by typing at least 20-23 words per minute with five errors or less on at least three 3-minute timed writings.

Major Topics

- I. Home Row Hand Position
- II. Alphabetic Keys
- III. Numeric Keys
- IV. Symbol Keys
- V. Spacing Rules
- VI. Skillbuilding for Speed and Accuracy
- VII. Ergonomic Principles and Tension-Reducing Techniques

Course Requirements

Grading procedures will be determined by the individual faculty member but must include the following:

Grading/exams

- At least three quizzes
- At least three 3-minute timed writings
- At least one objective exam
- Midterm exam
- Final exam

Date Revised: 1/20/15