**Keyboarding – OCP-B**

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| Course Objectives | Develop keyboarding skills to enter and manipulate text and data |
| Competencies | 15.0, 15.01 |
| Module Materials | Microtype Keyboarding Program  [www.typing.com](http://www.typing.com) |
| Assignments | Student must demonstrate adequate keyboarding technique and speed by completing Timed Writing #3 and Timed Writing #4 using the Microtype Keyboarding Program. A rate of 35 wpm with 3 or less errors on a three-minute timing is the keyboarding goal for OCP-B. Adequate keyboarding technique will be determined by instructor.  Depending on an individual student’s typing abilities, they may be asked to:   1. Develop proper keyboarding techniques by completing Microtype Lessons covering the keyboard. 2. Improve keyboarding techniques by completing Speed/Accuracy building Microtype lessons. 3. Utilize the [www.typing.com](http://www.typing.com) website to develop keyboarding techniques at home. |
| Assessment | Timed Writing #3 – 25 points  Timed Writing #4 – 25 points |
| Good Keyboarding Skills are a prerequisite for this course.  If you are “learning” to keyboard using proper technique, it is important that you practice your keyboarding at home. While you do not have Microtype available at home, you can access [www.typing.com](http://www.typing.com) and practice/develop your keyboarding skills outside of class time. | |