**Keyboarding – OCP-D**

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| Course Objectives | Demonstrate improved keyboarding speed and accuracy |
| Competencies |  |
| Module Materials | Microtype Keyboarding Program |
| Assignments | Student must demonstrate adequate keyboarding technique and speed by completing Timed Writing #5 and Timed Writing #6 using the Microtype Keyboarding Program. A rate of 40 wpm with 3 or less errors on a three-minute timing is the keyboarding goal for OCP-C. |
| Assessment | Timed Writing #7 – 25 points  Timed Writing #8 – 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. | |