

Keyboarding – OCP-D

Course Objectives	Develop keyboarding skills to enter and manipulate text and data
Competencies	
Module Materials	Microtype Keyboarding Program www.typing.com
Assignments	<p>Student must demonstrate adequate keyboarding technique and speed by completing Timed Writing #7 and Timed Writing #8 using the Microtype Keyboarding Program or www.typing.com. </p> <p>A rate of 45 wpm with 3 or less errors (or 95% accuracy) on a three-minute timing is the keyboarding goal for OCP-D. Adequate keyboarding technique will be determined by instructor. Complete TW#7 at the beginning of the course, then practice daily for 10 min. At the end of OCP-D take time Writing #8 so we can see how your speed has increased.</p> <p>Depending on an individual student’s typing abilities, they may be asked to:</p> <ol style="list-style-type: none"> 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 website to develop keyboarding techniques at home.
Assessment	<p>Timed Writing #7 – 25 points (Print Results and Submit at the beginning of OCP-D)</p> <p>Timed Writing #8 – 25 points (Print Results and submit at the end of OCP-D)</p> <p>Complete Timed Writings every Friday (Don’t Submit)</p>
<p>Good Keyboarding Skills are a prerequisite for this course.</p> <p>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 and practice/develop your keyboarding skills outside of class time.</p>	