Keyboarding – OCP-A

Course Objectives	Develop keyboarding skills to enter and manipulate text and data
Competencies	01.01
Module Materials	www.typing.com
Assignments	**You will need to register on the typing.com site. Having an account will allow your work to be saved.** • **Go to www.typing.com/student/join#5B6EF253A822F** • **Create your username and password** • **RECORD the information on your password sheet** **You will use typing.com throughout the entire AOS/MAS program as the speed requirements increase. Accuracy is important, too!** **Continue to spend time on your typing speed throughout the course.** Student must demonstrate adequate keyboarding technique and speed by completing two **different** timed writings. A rate of 25 wpm with 95% or above accuracy on a three-minute timing is the keyboarding goal. When the student reaches the goal of 25wpm/3'/95% accuracy, you will either print one copy of the results and turn it in or notify the instructor so the results can be recorded. Depending on an individual student's typing abilities, they may be asked to: 1. Develop proper keyboarding techniques by completing additional typing.com lessons. 2. Utilize the www.typing.com website to develop keyboarding techniques at home. **The speed requirement will increase throughout the program. Continue to spend time working on your typing speed throughout the course.**
Assessment	Timed Writing 1 – 25 points Timed Writing 2 – 25 points