



OFC 102: Computer Keyboarding

This course helps students achieve greater efficiency and productivity through touch-method keyboarding. Computer keyboarding software is used to teach the alpha-numeric standard keyboard and to build speed and accuracy. A minimum speed of 20 wpm based on a three-minute supervised timing with three or fewer errors is required to receive a passing grade for this course. One to four hours per week (for a total of 15 hours per semester). Instructional Support Fee applies. 1 credit Fall, Spring, Summer

Course Student Learning Outcomes

1. Key the alphabetic and numeric keys by touch. 2. Develop good keyboarding techniques. 3. Key fluently – at least 25 words per minute. 4. Develop reasonable accuracy.

Credits: 1

Program: Office Administration
Instructional Support Fee Applies