



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.

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