Montgomery County Community College
OFM 100
Computer Keyboarding
1-1-0

COURSE DESCRIPTION:
This course introduces the "touch" method of keyboarding on the computer including the alphabet keys, number and symbol keys, and the keypad. Students work towards developing a keyboarding speed of 30-35 words per minute with accuracy. The course assumes no previous knowledge of keyboarding. It may be taken on a Pass/No Pass (P/NP) basis only. (The final course grade will not affect grade point average.)

REQUISITES:
Previous Course Requirements
None

Concurrent Course Requirements
None

LEARNING OUTCOMES Upon successful completion of this course, the student will be able to:	LEARNING ACTIVITIES	EVALUATION METHODS
1. Demonstrate correct ergonomic posture at the computer workstation.	Lecture Demonstrations and Tutorials Hands-On Exercises Using Keyboarding Tutorial Software	Visual Inspection of Physical Posture Completion of Tutorial Modules
2. Demonstrate correct fingers of the "touch" method of keyboarding to create words, sentences, and paragraphs using the QWERTY (standard) keyboard.	Lecture Demonstrations and Tutorials Hands-On Exercises Using Keyboarding Tutorial Software	Visual Inspection of Finger Placement Completion of Tutorial Modules

LEARNING OUTCOMES Upon successful completion of this course, the student will be able to:	LEARNING ACTIVITIES	EVALUATION METHODS
3. Develop a minimum keyboarding speed of 30-35 words a minute for 3 minutes on alphabetic paragraphs.	Lecture Dictation Drills Demonstrations and Tutorials Hands-On Exercises Using Keyboarding Tutorial Software	Timed Drills Completion of Tutorial Modules
4. Demonstrate correct fingers of the "touch" method of keyboarding to use the numbers and symbols efficiently.	Lecture Demonstrations and Tutorials Hands-On Exercises Using Keyboarding Tutorial Software	Visual Inspection of Finger Placement Completion of Tutorial Modules
5. Demonstrate correct fingers of the "touch" method of keyboarding to use the ten-key number pad efficiently.	Lecture Dictation Drills Demonstrations and Tutorials Hands-On Exercises Using Keyboarding Tutorial Software	Visual Inspection of Finger Placement Completion of Tutorial Modules

At the conclusion of each semester/session, assessment of the learning outcomes will be completed by course faculty using the listed evaluation method(s). Aggregated results will be submitted to the Associate Vice President of Academic Affairs. The benchmark for each learning outcome is that *70% of students will meet or exceed outcome criteria*.

SEQUENCE OF TOPICS:
1. Rationale for and Applications of "Touch" Keyboarding Skills
2. Demonstration of and Practice of the Ergonomically Correct Posture at the Computer Workstation
3. Understanding the Computer Keyboard Components and the Mouse
4. Use of Computer Software for Keyboarding
5. Application of the "Touch Method" for Alphabet, Numbers, Symbols, and 10-Key Pad
6. Develop Speed and Accuracy Resulting in a Minimum Speed of 30-35 wpm for Three Minutes

LEARNING MATERIALS:

Online typing simulation software: Typing.com (http://www.typing.com/)

Other learning materials, including Open Educational Resources (OER) may be required and made available directly to the student and/or via the College's Libraries and/or course management system.

COURSE APPROVAL:
Prepared by: Kimberly Mangan and Theresa Sullivan   Date: 1/2014
VPAA/Provost or designee Compliance Verification:
                 Victoria L. Bastecki-Perez, Ed.D.   Date: 3/5/2014

Revised by: Theresa Sullivan   Date: 3/5/2020
Provost or designee Compliance Verification: Date: 3/6/2020

This course is consistent with Montgomery County Community College's mission. It was developed, approved and will be delivered in full compliance with the policies and procedures established by the College