OFFICE TECHNOLOGY INFORMATION 1105
Speed Development Keyboarding
3 credit hours

This is an information sheet only, not the course syllabus.

COURSE DESCRIPTION
Keyboarding course designed for the student with some keyboarding experience. Includes touch system keyboard review of alphabetic, alphanumeric, symbol, and ten-key numeric keypad. Focus on accuracy, technique, and speed development using diagnostic software. This course can be taken two times for credit. (3 lecture hours)

Instructor Note: Recommended completion of OFTI 1100 with a grade of C or higher OR 25 word per minute with 3 or less errors keyboarding speed.

REQUIRED AND RECOMMENDED COURSE MATERIALS
Please follow the instructions below to locate information on the textbook and other materials for this course.

1. From COD home page, click on myACCESS.
2. Click on Search for Credit Classes.
3. From the Term drop-down box select the term.
4. Choose your course from the Subjects drop-down menu.
5. In the Course # field, enter your course number.
6. In the Section field, enter the course section number if known.
7. From the Course Types drop-down menu select Internet/Online.
8. Scroll to the bottom of the page and click on SUBMIT.
9. Click on the Section Name and Title link.
10. Click on Click here for prices of required textbook(s) and supplies and course material information will be displayed.

Alternatively, you can visit the COD Bookstore website to find this information.

COURSE OBJECTIVES
Upon successful completion of the course the student should be able to do the following:

1. Apply touch system keyboard technique including alphabetic, alphanumeric, symbol, and ten-key numeric keypad
2. Use diagnostic software to interpret areas of weakness
3. Demonstrate improved keyboarding speed and accuracy proficiency
4. Demonstrate improvement in concentration through extensive drill work
5. Apply proofreading techniques
6. Demonstrate improved skill using the ten-key keypad for data entry
7. Demonstrate improved speed and accuracy by completing 1-minute and 5-minute timed writings
8. Generate progress reports
COMPUTER REQUIREMENTS
Students must use a PC with a ten-key numeric keypad for this class. All College lab PC computers have ten-key numeric keypads available to you. If you are using a laptop for this class, you must use a College computer for the ten-key numeric keypad lesson or any computer where you will have access to a ten-key numeric keypad. ISAK does not operate on a MAC computer.

GRADING SCALE
Grading is based on a points-earned system.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90 – 100%</td>
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<tr>
<td>B</td>
<td>80 – 89%</td>
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<tr>
<td>C</td>
<td>70 – 79%</td>
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<tr>
<td>D</td>
<td>60 – 69%</td>
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<tr>
<td>F</td>
<td>0 – 59%</td>
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</tbody>
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SATISFACTORY/FAIL OPTION
The S/F grade option is available to students in this course. Contact the instructor or refer to the syllabus for details and conditions.

INCOMPLETE GRADE POLICY
If you may find that you are unable to complete the course by the end of the semester for some unavoidable reason you may request an Incomplete grade. Contact the instructor or refer to the course syllabus for details.