MONROE COUNTY COMMUNITY COLLEGE

CIS 105 Office Keyboarding Skills

Course Information

Division	**Business**
Lab Hours	**30**
Total Credits	**2**

Prerequisites   None

Course Description

This course presents proven techniques for increasing keyboarding speed and accuracy using the alphabetic and ten-key numeric keypads. The student will complete lessons following a routine of drills focusing on one letter/number and completing timings which enforce that letter/number keyboarding skills. This is an online course using a Website specifically created for teaching numeric and keyboarding skills using the touch operation.

Course Outcomes

In order to evidence success in this course, students will be able to:

1. Develop speed and proficiency using the touch method on the alphabetic keypad.
2. Develop speed and accuracy using the touch method on the numeric keypad.
3. Meet the set industry standard KSPH (Keystrokes Per Hour) and 98% Accuracy Rate utilizing the numeric keypad.
4. Have the ability to skillfully apply this ten-key skill to a variety of data entry situations including data entry employment, on-line, point-of-sale entries, spreadsheet, accounting, banking, insurance, and other numeric computer-related applications.

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