



EFFECTIVE: JANUARY 2002

CURRICULUM GUIDELINES

A: Division: **Instructional** Date: **SEPTEMBER 2001**
B: Department/ **Commerce & Business Admin.** New Course Revision
 Program Area: **Office Administration**
 If Revision, Section(s) Revised: **K**
 Date Last Revised: **JANUARY 2001**

C: OADM 203 D: KEYBOARDING SPEED AND ACCURACY I E: 3

Subject & Course No.	Descriptive Title	Semester Credits
F: Calendar Description: This course focuses on developing the student's keyboarding speed and accuracy skills to a minimum of 40 words per minute on straight-copy timings. A diagnostic software program will be used to evaluate and provide drills for correcting individual weaknesses. This program has proven very successful in enhancing students' speed and accuracy.		
G: Allocation of Contact Hours to Types of Instruction/Learning Settings 2 hours lecture 3 hours laboratory Primary Methods of Instructional Delivery and/or Learning Settings: Lectures and individual hands-on activities Number of Contact Hours: (per week / semester for each descriptor) 5 hours Number of Weeks per Semester: 15 Weeks X 5 Hours Per Week = 75 Hours	H: Course Prerequisites: OADM 103 or proof of 25 net words per minute on a five-minute timing	
	I: Course Corequisites: nil	
	J: Course for which this Course is a Prerequisite: OADM 303	
	K: Maximum Class Size: 24	
L: PLEASE INDICATE: <input type="checkbox"/> Non-Credit <input checked="" type="checkbox"/> College Credit Non-Transfer <input type="checkbox"/> College Credit Transfer: Requested <input type="checkbox"/> Granted <input type="checkbox"/> SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)		

M: Course Objectives/Learning Outcomes

The learner has reliably demonstrated the ability to:

1. keyboard 5-minute timings to a minimum of 40 net words per minute;
2. use 10-key numeric pad to a minimum of 100 keystrokes per minute;
3. use efficient keyboarding techniques to produce alpha and numeric copy;
4. key and print exercises.

N: Course Content

1. Use correct techniques to operate the alphanumeric keyboard and the numeric keypad.
2. Apply ergonomic principles to achieve optimum effectiveness.
3. Use computer hardware and software components to key and print exercises.

O: Methods of Instruction

Students will use computer software to enhance keyboard skills. The instructor will facilitate learning through demonstrations, motivation, individual instruction and guided group activities.

P: Textbooks and Materials to be Purchased by Students

Sharp, Olinzock & Santos, *KeyChamp*, Latest edition, Toronto, South-Western Educational Publishing.

2 x 3^{1/2}" IBM formatted HD disks

Both text and disks also used in OADM 303.

Q: Means of Assessment

,	Average speed on best three 5-minute timings on straight text copy	60%
,	Average speed on best three 2-minute alpha-numeric copy	10%
,	Numeric keypad timings	5%
,	Class assignments, drills, exercises	15%
,	Accuracy certificates	10%
	TOTAL	<u>100%</u>

R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR

Student can challenge the course by completing a 5-minute keyboarding test.

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