

Date: SEP 10 1998  
 DIVISION: BUSINESS  
 NAME: ADMINISTRATION  
 COURSE: OADM-103  
 PROGRAM: OFFICE ADMINISTRATION  
 INFORMATION FORM

Subject & Course No: OADM-103  
 Descriptive Title: INTRODUCTION TO KEYBOARDING  
 Semester: 1  
 Credits: 3

Summary of Revisions:  
 25 accurate words per minute on straight copy dictated.

A popular software program will analyze individual weaknesses and prescribe appropriate drills for maximum speed and accuracy. Computer functions will be learned as required.

Prerequisites	Type of Instruction	Hrs per week	Course
	Lecture	2 Hrs.	
	Laboratory	3 Hrs.	
	Seminar	Hrs.	
	Practicum	Hrs.	
	Studio	Hrs.	
	SAOP	Hrs.	
	Other	Hrs.	
	<b>Total</b>	<b>75 Hrs.</b>	

Transfer Credit Requested: \_\_\_\_\_ Granted: \_\_\_\_\_

Non-Credit: \_\_\_\_\_

Specify Course Equivalents or Unassigned Credit as appropriate:

*J. Schaffer*

*[Signature]*

Course Designer(s): Schaffer

Vice-President, Instruction: Mckency

**CHASSED BY STUDENTS**

**N: TEXTBOOKS AND MATERIALS TO BE PUR**

g. Cincinnati, Ohio

Latest Ed. TIP Nelson, South Western Educational Publishing

Formatted disk accompanying text

3 1/2" HD IBM-compatible formatted disks (x2)

**O: LEARNING OUTCOMES**

The learner has reliably demonstrated the ability to

keyboarding timings and straight conv accurately by touch

to produce alpha and numeric copy;

2. use efficient keyboarding techniques

numeric copy;

3. use 10-key numeric pad for straight r

4. format and print exercises.

**COURSE OBJECTIVES**

1. Use correct techniques to operate the alpha-numeric keyboard and the 10-key numeric keypad.

software components to key format and print

3. Use computer hardware and

4. Produce 5-minute timings to a minimum of 25 characters per minute on straight-text copy;

effectively.

5. Proofread ef

**METHODS OF INSTRUCTION**

Students will... through demonstration, motivation, individual instruction and guided group activities

through demonstration, motivation, individual

**R: COURSE EVALUATION**

Average speed on best three 5-minute timings on straight-text conv

50%

in best five 2-minute timings on alpha-numeric copy

10%

Average speed o

in straight numeric copy using 10-key keypad

5%

Average speed o

Test(s)

10%

Classroom