



**SEPTEMBER 2003**  
**CURRICULUM GUIDELINES**

**A:** Division: **Instructional** Date: **September 2003**  
**B:** Department/ **Commerce & Business Admin.** New Course  Revision   
 Program Area: **Office Administration**  
 If Revision, Section(s) Revised: **G, J, K**  
 Date Last Revised: 1998-09: F,K,N,Q,R

**C: OADM 103 D: INTRODUCTION TO KEYBOARDING E: 3**

Subject & Course No.

Computer functions will be learned as required.	um speed and accuracy.
<p><b>G:</b> Allocation of Contact Hours to Types of Instruction/Learning Settings</p> <p>Primary Methods of Instructional Delivery and/or Learning Settings:</p> <p><b>Lecture and Laboratory</b></p> <p>Number of Contact Hours: (per week / semester for each descriptor)</p> <p><b>Lecture: 1 Hours</b>  <b>Seminar: 3 Hours</b>          Number of Weeks per Semester:</p> <p><b>15 Weeks X 4 Hours Per Week = 60 Hours</b></p>	<p><b>H:</b> Course Prerequisites:</p> <p style="text-align: center;">None</p> <hr/> <p><b>I.</b> Course Corequisites:</p> <p style="text-align: center;">Nil</p> <hr/> <p><b>J.</b> Course for which this Course is a Prerequisite:</p> <p style="text-align: center;">Nil</p> <hr/> <p><b>K.</b> Maximum Class Size:</p> <p style="text-align: center;">30</p>

PLEASE INDICATE:

Non-Credit

**X** Co

**M:** Course Objectives/Learning Outcomes

The learner has reliably demonstrated the ability to:

1. keyboard timings and straight copy accurately by touch;
2. use efficient keyboarding techniques to produce alpha and numeric copy;
3. use 10-key numeric pad for straight numeric copy;
4. format and print exercises.

**N:** Course Content

1. Use correct techniques to operate the alpha-numeric keyboard and the 10-key numeric keypad.
2. Apply ergonomic principles to achieve optimum effectiveness.
3. Use computer hardware and software components to key, format and print.
4. Produce 5-minute timings to a minimum of 25 net words per minute on straight-text copy.
5. Proofread effectively.

**O:** Methods of Instruction

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

**P:** Textbooks and Materials t