



**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) **D,F,G,H,J,K,M,N,Q**  
 Revised  
 Date Last Revised: **September 2001**

C: **OADM 303** D: **KEYBOARDING SKILL DEVELOPMENT** E: **3**

Subject & Course No.	Descriptive Title	Semester Credits
<b>F:</b> Cap	Provide drills for correcting individual weaknesses. This program has proven very successful in building speed and accuracy to levels commonly sought by employers.	
<b>G:</b>	<b>H:</b> Course Prerequisites: <b>Proof of 25 net words per minute on a five-minute timing or OADM 103 or OADM 106.</b>	
	<b>I:</b> Course Corequisites:  nil	
	<b>J:</b> Course for which this Course is a Prerequisite  <b>OADM 326 and OADM 327 and OADM 328 and OADM 329 and OA</b>	

**M:**