

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 routines.

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	Semester	Credits
	Lecture	2		2
	Laboratory	3		3
	Seminar			
	Practicum			
	Studio			
	<b>Total</b>			<b>5</b>
Semester Total (5 x 15 wks):		75 Hrs.		24

Transfer Credit Requested: \_\_\_\_\_ Granted: \_\_\_\_\_  
 Non-Credit: \_\_\_\_\_  
 Specify Course Equivalents or Unassigned Credit as appropriate:

*J. Schaffer*  
 Course Designer(s)

*Quintessence*  
 Vice-President, Instruction

J. Mckency

**CHASSED BY STUDENTS**

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

g. Cincinnati, Ohio

Latest Ed. TIP Nelson, South Western Educational Publishing

3 1/2 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.

2. Apply appropriate keyboarding techniques to produce alpha-numeric copy.

3. Apply appropriate keyboarding techniques to produce straight copy.

4. Use computer hardware and software components to key format and print

5. Proofread effectively.

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

effectively.

5. Proofread effectively.

**METHODS OF INSTRUCTION**

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

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**R: COURSE EVALUATION**

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

50%

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

10%

Average speed on

in straight numeric copy using 10-key keypad

5%

Average speed on

Test(s)

10%

Classroom