Douglas College

Course Information

A: Division:	**INSTRUCTIONAL**	Date:	**SEPTEMBER 1998**
B: Faculty:	**COMMERCE AND BUSINESS ADMINISTRATION**	New Course:	
Program:	**OFFICE ADMINISTRATION**	Revision of Course Information form:	**JUNE 1996**

C:	**OADM 103**	D:	**INTRODUCTION TO KEYBOARDING**	E:	**3**
	Subject & Course No.		Descriptive Title		Semester Credit

F: Calendar Description: This course is an excellent introduction for anyone taking computer courses. Its purpose is to develop touch-typing skills to a minimum of 25 accurate words per minute on straight-copy timings. A popular software program will analyze individual weaknesses and prescribe appropriate drills for maximum speed and accuracy. Computer functions will be learned as required.

Summary of Revisions:

1998-09   Sections: F,K,N,Q,R

G: Type of instruction: Hrs per week

Lecture:	**2**	Hrs.
Laboratory:	**3**	Hrs.
Seminar:		Hrs.
Clinical Experience:		Hrs.
Field Experience:		Hrs.
Practicum:		Hrs.
Shop:		Hrs.
Studio:		Hrs.
Student Directed Learning:		Hrs.
Other (Specify)		
Total:	**5**	Hrs.
Semester Total (5 x 15 wks):	**75**	Hrs.

H: Course Prerequisites:

nil

I: Course Corequisites:

nil

J: Course for which this Course is a Prerequisite:

OADM 203

K: Maximum Class Size:

24

L:

College Credit Transfer	
College Credit Non-Transfer	**X**
Non-Credit	

M: Transfer Credit:

Requested: ___

Granted: ___

Specify Course Equivalents or Unassigned Credit as appropriate:

Course Designer(s): J. Schafer

Dean: J. Sator

Vice-President, Instruction: J. McKendry

Registrar: P. Angus

N: TEXTBOOKS AND MATERIALS TO BE PURCHASED BY STUDENTS

Van Huss, Duncan, et al. College Keyboarding, Lessons 1 - 60, Canadian
     Latest Ed. ITP Nelson, South Western Educational Publishing, Cinncinati, Ohio

3½" formatted disk accompanying text

3½" HD IBM-compatible formatted disks (x2)

O: 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.

P: 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.

Q: METHOD 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.

R: COURSE EVALUATION

Average speed on best three 5-minute timings on straight-text copy	50%
Average speed on best five 2-minute timings on alpha-numeric copy	10%
Average speed on straight numeric copy using 10-key keypad	5%
Test(s)	10%
Class assignments, drills, exercises	25%
	100%