



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.	Descriptive Title	Semester Credits									
<p>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.</p>											
<p>G: Allocation of Contact Hours to Types of Instruction/Learning Settings</p> <p>Primary Methods of Instructional Delivery and/or Learning Settings:</p> <p>Lecture and Laboratory</p> <p>Number of Contact Hours: (per week / semester for each descriptor)</p> <p>Lecture: 1 Hours Seminar: 3 Hours</p> <p>Number of Weeks per Semester:</p> <p>15 Weeks X 4 Hours Per Week = 60 Hours</p>	<p>H: Course Prerequisites:</p> <p style="text-align: center;">None</p>										
	<p>I. Course Corequisites:</p> <p style="text-align: center;">Nil</p>										
	<p>J. Course for which this Course is a Prerequisite:</p> <p style="text-align: center;">Nil</p>										
	<p>K. Maximum Class Size:</p> <p style="text-align: center;">30</p>										
<p>L: PLEASE INDICATE:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 15%;">Non-Credit</td> <td style="width: 80%;"></td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>College Credit Non-Transfer</td> <td></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>College Credit Transfer:</td> <td>Requested <input type="checkbox"/> Granted <input type="checkbox"/></td> </tr> </table> <p style="text-align: center;">SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)</p>			<input type="checkbox"/>	Non-Credit		<input checked="" type="checkbox"/>	College Credit Non-Transfer		<input type="checkbox"/>	College Credit Transfer:	Requested <input type="checkbox"/> Granted <input type="checkbox"/>
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<p>M: Course Objectives/Learning Outcomes</p> <p>The learner has reliably demonstrated the ability to:</p> <ol style="list-style-type: none"> 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>N: Course Content</p> <ol style="list-style-type: none"> 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. 												
<p>O: Methods of Instruction</p> <p>Students will use computer software to develop keyboard skills. The instructor will facilitate learning through demonstration, motivation, individual instruction, and guided group activities.</p>												
<p>P: Textbooks and Materials to be Purchased by Students</p> <p>Van Huss, Duncan, et al. <u>College Keyboarding, Lessons 1 - 60</u>, Canadian Latest Ed. ITP Nelson, South Western Educational Publishing, Cincinnati, Ohio 3½" formatted disk accompanying text 3½" HD IBM-compatible formatted disks (x2)</p>												
<p>Q: Means of Assessment</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">Average speed on best three 5-minute timings on straight-text copy</td> <td style="text-align: right; padding-right: 20px;">50%</td> </tr> <tr> <td style="padding-left: 20px;">Average speed on best five 2-minute timings on alpha-numeric copy</td> <td style="text-align: right; padding-right: 20px;">10%</td> </tr> <tr> <td style="padding-left: 20px;">Average speed on straight numeric copy using 10-key keypad</td> <td style="text-align: right; padding-right: 20px;">05%</td> </tr> <tr> <td style="padding-left: 20px;">Test</td> <td style="text-align: right; padding-right: 20px;">10%</td> </tr> <tr> <td style="padding-left: 20px;">Class assignments, drills, exercises</td> <td style="text-align: right; padding-right: 20px;"><u>25%</u></td> </tr> <tr> <td></td> <td style="text-align: right; padding-right: 20px;">100%</td> </tr> </table>	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	05%	Test	10%	Class assignments, drills, exercises	<u>25%</u>		100%
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<p>R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p>												

Course Designer(s): **Name**

Education Council/Curriculum Committee Representative

Dean/Director: **Jim Sator**

Registrar: **Trish Angus**