



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

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

Subject & Course No.	Descriptive Title	Semester Credits												
F: Calendar Description: This is a keyboarding course for students wishing to increase their typing speed to a minimum of 40 net words per minute on straight-copy timings. A keyboarding software program will be used to evaluate and provide drills for correcting individual weaknesses. This program has proven very successful in building speed and accuracy to levels commonly sought by employers.														
G: Allocation of Contact Hours to Type of Instruction / Learning Settings Primary Methods of Instructional Delivery and/or Learning Settings: Lecture and Seminar Number of Contact Hours: (per week / semester for each descriptor) Lecture: 1 hour Seminar: 3 hour Number of Weeks per Semester: 15 weeks x 4 hours per weeks = 60 hours	H: Course Prerequisites: Proof of 25 net words per minute on a five-minute timing or OADM 103 or OADM 106. I: Course Corequisites: nil J: Course for which this Course is a Prerequisite OADM 326 and OADM 327 and OADM 328 and OADM 329 and OADM 401 K: Maximum Class Size: 30													
L: PLEASE INDICATE: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 30px; text-align: center;"><input type="checkbox"/></td> <td style="padding-left: 10px;">Non-Credit</td> <td></td> <td></td> </tr> <tr> <td style="border: 1px solid black; text-align: center;"><input checked="" type="checkbox"/></td> <td style="padding-left: 10px;">College Credit Non-Transfer</td> <td></td> <td></td> </tr> <tr> <td style="border: 1px solid black; text-align: center;"><input type="checkbox"/></td> <td style="padding-left: 10px;">College Credit Transfer:</td> <td style="padding-left: 100px;">Requested <input type="checkbox"/></td> <td style="padding-left: 100px;">Granted <input type="checkbox"/></td> </tr> </table> <p style="text-align: center; margin-top: 5px;">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. Demonstrate keyboarding techniques which adhere to occupational health and safety work habits. 2. Keyboard 5-minute timings to a minimum of 40 net words per minute. 3. Keyboard 2-minute alpha and numeric copy to a minimum of 40 net words per minute. 4. Use 10-key numeric pad to a minimum of 200 keystrokes per minute. 														
<p>N: Course Content:</p> <ol style="list-style-type: none"> 1. Correct technique 2. Health and safety issues 3. Speed drill exercises 4. Accuracy drill exercises 														
<p>O: Methods of Instruction</p> <p>Students will use computer software to enhance keyboard skills. The instructor will facilitate learning through demonstrations, motivation, and individual instruction.</p>														
<p>P: Textbooks and Materials to be Purchased by Students</p> <p>Sharp, Olinzock & Santos, <i>KeyChamp</i>, Latest edition, Toronto, South-Western Educational Publishing. Clayton, Dean & Fries, Albert C., <i>Timed Writings About Careers</i>, Cincinnati, South-Western Educational Publishing.</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-left: 20px;">60%</td> </tr> <tr> <td style="padding-left: 20px;">Average speed on best three 2-minute alpha-numeric copy</td> <td style="text-align: right; padding-left: 20px;">5%</td> </tr> <tr> <td style="padding-left: 20px;">Numeric keypad timings</td> <td style="text-align: right; padding-left: 20px;">5%</td> </tr> <tr> <td style="padding-left: 20px;">Class assignments, drills, exercises</td> <td style="text-align: right; padding-left: 20px;">15%</td> </tr> <tr> <td style="padding-left: 20px;">Accuracy certificates</td> <td style="text-align: right; padding-left: 20px;">10%</td> </tr> <tr> <td style="padding-left: 20px;">Technique demonstration</td> <td style="text-align: right; padding-left: 20px;"><u>5%</u></td> </tr> <tr> <td></td> <td style="text-align: right; padding-left: 20px;"><u>100%</u></td> </tr> </table>	Average speed on best three 5-minute timings on straight text copy	60%	Average speed on best three 2-minute alpha-numeric copy	5%	Numeric keypad timings	5%	Class assignments, drills, exercises	15%	Accuracy certificates	10%	Technique demonstration	<u>5%</u>		<u>100%</u>
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<p>R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p> <p style="padding-left: 40px;">This course is open for PLAR.</p>														

Course Designer(s)
Julie Crothers, Nancy Oike, Carole Colvin

Education Council / Curriculum Committee Representative

Dean / Director: **Jim Sator**

Registrar: **Trish Angus**