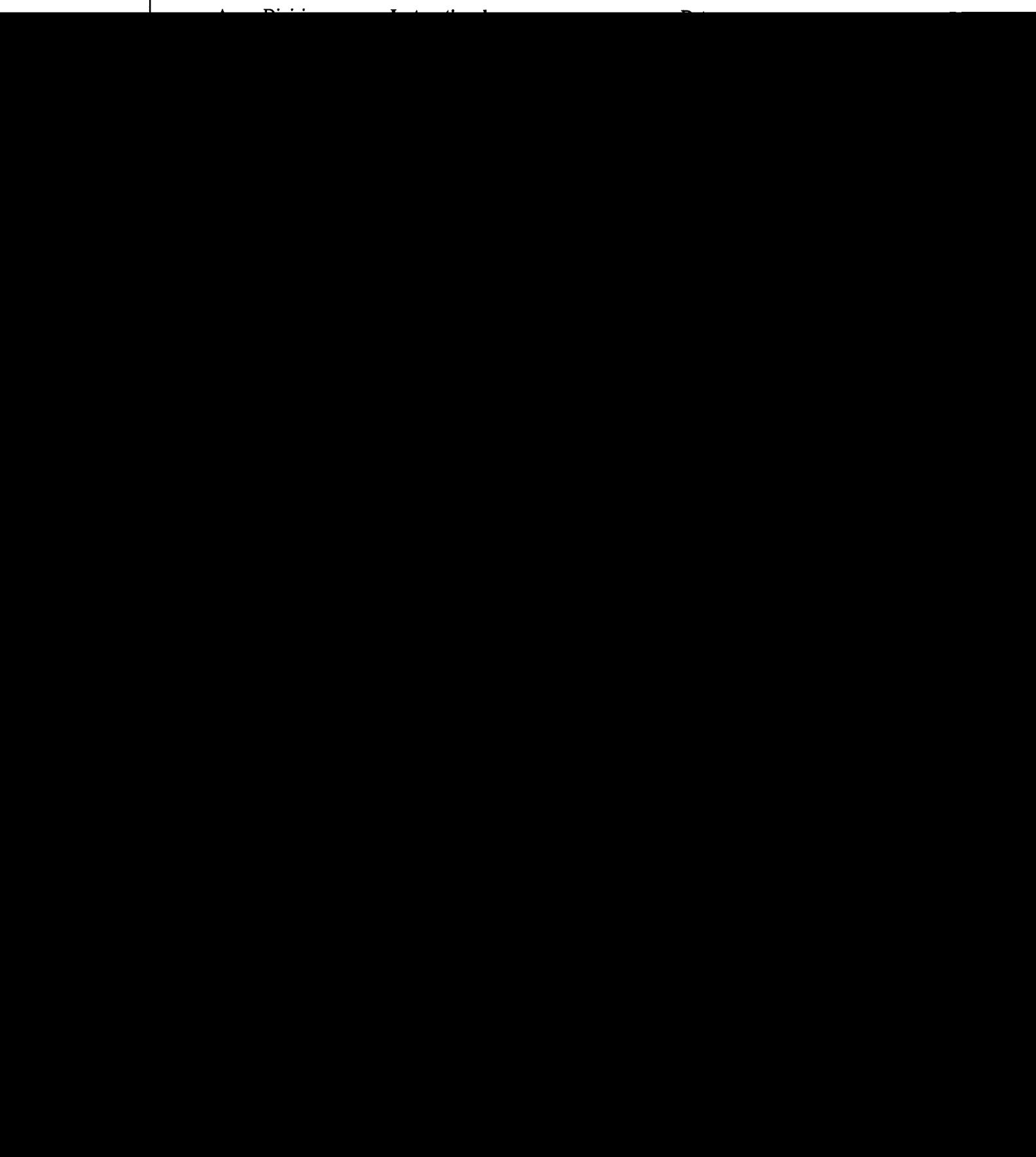
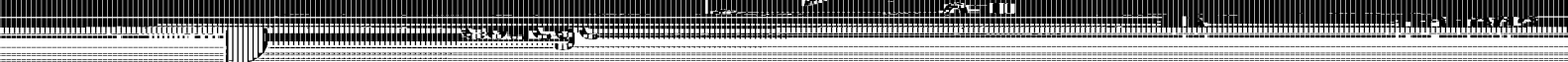




CURRICULUM GUIDELINES



M: Course Objectives/Learning Outcomes
 The learner has reliably demonstrated the ability to:

1. keyboard 5-minute timings to a minimum of 55 net words per minute;

2. use 10-key numeric keypad to a minimum of 100 keystrokes per minute;

3. use efficient keyboarding techniques to produce alpha and numeric copy;

4. key and print exercises.

Course Content

1. Use correct techniques to operate the alphanumeric keyboard and the numeric keypad.

2. Apply ergonomic principles to achieve optimum effectiveness.

Methods of Instruction

The instructor will facilitate learning through individual instruction and guided group activities.

Students will use computer software to enhance demonstrations, motivation, in-

Books Purchased by Students

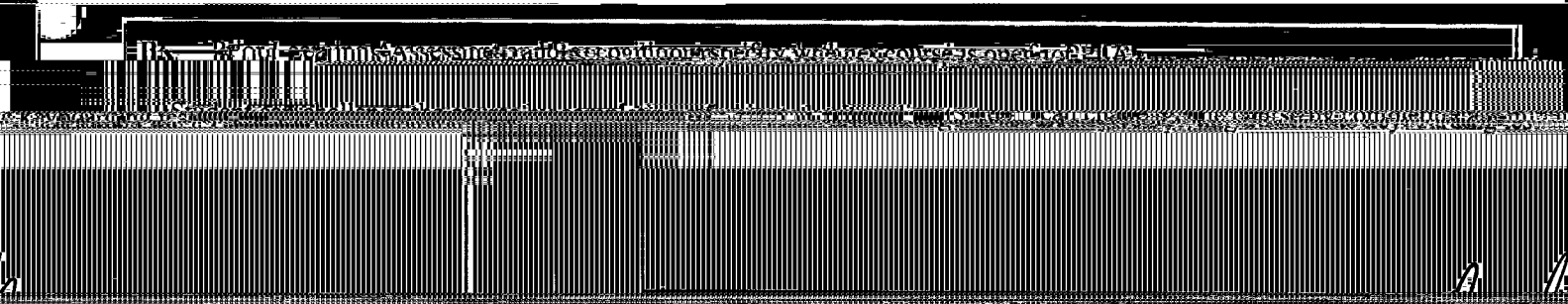
Textbooks and Materials to

IBM formatted 3.5 disks

Both text and disks also used in OADM 303

Means of Assessment

straight text copy	60%	◆ Average speed on best three 5-minute timings on straight text copy
numeric keypad	10%	◆ Average speed on best three 5-minute alpha-numeric keypad
◆ Numeric keypad timings	5%	
◆ Class assignments, drills, exercises	15%	
◆ Accuracy certificates	10%	
TOTAL	100%	



A