

M, P, Q

Date of Previous Revision: **September 2004**

Date of Current Revision: **May 2008**

C: OADM 1303

**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 hours 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 1103 or OADM 1106. I: Course Corequisites: Nil J: Course for which this Course is a Prerequisite OADM 1326 and OADM 1327 and OADM 1328 and OADM 1329 and OADM 1401 K: Maximum Class Size: 30						
L: PLEASE INDICATE: <table border="1" data-bbox="272 1627 657 1774"><tr><td><input type="checkbox"/></td><td>Non-Credit</td></tr><tr><td><input checked="" type="checkbox"/></td><td>College Credit Non-Transfer</td></tr><tr><td><input type="checkbox"/></td><td>College Credit Transfer:</td></tr></table>			<input type="checkbox"/>	Non-Credit	<input checked="" type="checkbox"/>	College Credit Non-Transfer	<input type="checkbox"/>	College Credit Transfer:
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SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bctransferguide.ca)								

