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 pad 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 **N:**

1. Use correct techniques to operate the alphanumeric keyboard and the numeric keypad.
2. Apply ergonomic principles to achieve optimum effectiveness.

[illegible] computer hardware and software components to key and print exercises [illegible]

hods of Instruction **O:** Met

keyboard skills. The instructor will facilitate learning through [illegible] Students will use computer software to enhance [illegible] dividual instruction and guided group activities. demonstrations, motivation, in

be Purchased by Students **P:** Textbooks and Materials to

[illegible] Sharp, Olinzock & Santos [illegible]

2 x 3 IBM formatted HD disks

Both text and disks also used in OADM 303

Q: Means of Assessment:

raight text copy	60%	♦ Average speed on best three 5-minute timings on st
ic copy	10%	♦ Average speed on best three 5-minute alpha-numei
♦ Numeric keypad timings		5%
♦ Class assignments, drills, exercises		15%
♦ Accuracy certificates		10%
TOTAL	100%	

DATE: January 2001

[redacted]