



## COURSE OUTLINE: OAD005 - KEYBOARDING SPEED

Prepared: Minttu Kamula

Approved: Sherri Smith, Chair, Natural Environment, Business, Design and Culinary

<b>Course Code: Title</b>	OAD005: KEYBOARDING SPEED DEVELOPMENT
<b>Program Number: Name</b>	2086: OFFICE ADMIN-EXEC
<b>Department:</b>	OFFICE ADMINISTRATION
<b>Academic Year:</b>	2022-2023
<b>Course Description:</b>	This course is designed to measure students' keyboarding skills. Through the use of timed writings, students will demonstrate their ability to keyboard at a minimum speed of 45 gross words per minute with 98 percent accuracy.
<b>Total Credits:</b>	1
<b>Hours/Week:</b>	1
<b>Total Hours:</b>	7
<b>Prerequisites:</b>	There are no pre-requisites for this course.
<b>Corequisites:</b>	There are no co-requisites for this course.
<b>Vocational Learning Outcomes (VLO's) addressed in this course:</b>	<b>2086 - OFFICE ADMIN-EXEC</b>
Please refer to program web page for a complete listing of program outcomes where applicable.	VLO 7 Prepare and produce a variety of business documents using available technologies and applying industry standards.
<b>Essential Employability Skills (EES) addressed in this course:</b>	EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication.
<b>Course Evaluation:</b>	Passing Grade: 50%, D  A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.
<b>Other Course Evaluation &amp; Assessment Requirements:</b>	For the successful completion of this course, students will use appropriate touch-typing techniques to demonstrate a minimum average typing speed of 45 net words per minute (netWPM) on three separate timed writings on three separate days, where each timed writing must have a minimum of 98% accuracy in order to qualify. Technique checks will be performed each week. Students must demonstrate the ability to touch type by using the proper technique (i.e. the correct fingers for each key) and without looking down at the keyboard.  Timed writings will be conducted during class time under supervised conditions. The student's score from their top three timed writings will be averaged to assess their final grade using the following grading scale:  60+ netWPM A+



	55-60 netWPM A 51-55 netWPM B 46-50 netWPM C 41-45 netWPM D Less than 40 F						
<b>Books and Required Resources:</b>	Subscription to Typist (3 year) available for purchase online at: <a href="http://TypistApp.ca">TypistApp.ca</a> .						
<b>Course Outcomes and Learning Objectives:</b>	<table border="1"> <thead> <tr> <th>Course Outcome 1</th> <th>Learning Objectives for Course Outcome 1</th> </tr> </thead> <tbody> <tr> <td>Meet industry keyboarding standards of a minimum keyboarding speed of 35 netWPM with a minimum of 98 percent accuracy.</td> <td>1.1 Complete keyboarding drills using the required keyboarding software to demonstrate proper touch-typing techniques. 1.2 Complete three timed writings at 45 (netWPM) with 98% accuracy on three separate days.</td> </tr> </tbody> </table>	Course Outcome 1	Learning Objectives for Course Outcome 1	Meet industry keyboarding standards of a minimum keyboarding speed of 35 netWPM with a minimum of 98 percent accuracy.	1.1 Complete keyboarding drills using the required keyboarding software to demonstrate proper touch-typing techniques. 1.2 Complete three timed writings at 45 (netWPM) with 98% accuracy on three separate days.		
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<b>Date:</b>	June 30, 2022						
<b>Addendum:</b>	Please refer to the course outline addendum on the Learning Management System for further information.						