



COURSE OUTLINE: OAD005 - KEYBOARDING SPEED

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

Course Code: Title	OAD005: KEYBOARDING SPEED DEVELOPMENT
Program Number: Name	2086: OFFICE ADMIN-EXEC
Department:	OFFICE ADMINISTRATION
Academic Year:	2023-2024
Course Description:	This course is designed to develop and measure the speed and accuracy of students' keyboarding skills. Through the use of weekly keyboarding exercises and timed keyboarding exercises, students will demonstrate their ability to keyboard at a minimum speed of 60 gross words per minute (WPM) with 98 percent accuracy.
Total Credits:	1
Hours/Week:	1
Total Hours:	14
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
This course is a pre-requisite for:	OAD141, OAD150, OAD209
Vocational Learning Outcomes (VLO's) addressed in this course:	2086 - OFFICE ADMIN-EXEC
<small>Please refer to program web page for a complete listing of program outcomes where applicable.</small>	VLO 7 Prepare and produce a variety of business documents using available technologies and applying industry standards.
Essential Employability Skills (EES) addressed in this course:	EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication.
Course Evaluation:	Passing Grade: 50%, D A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.
Other Course Evaluation & Assessment Requirements:	For the successful completion of this course, students will use appropriate touch-typing techniques to complete weekly keyboarding exercises to achieve a minimum average typing speed of 60 WPM on four separate timed keyboarding exercises on four separate days, where each timed writing must have a minimum of 98% accuracy in order to qualify. Timed exercises will be conducted during class. Each timed exercise is worth five percent of the final grade.
Books and Required Resources:	Subscription to Typist (3 year) available for purchase online at: TypistApp.ca.



Course Outcomes and Learning Objectives:

Course Outcome 1	Learning Objectives for Course Outcome 1
Meet industry keyboarding standards of a minimum keyboarding speed of 60 WPM with a minimum of 98 percent accuracy.	1.1 Complete keyboarding drills using the required keyboarding software to demonstrate proper touch-typing techniques and improve typing speed and accuracy. 1.2 Complete four timed writings at 60 WPM with 98% accuracy on four separate days.

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Timed Keyboarding Exercises	20%
Weekly Keyboarding Lessons	80%

Date:

June 23, 2023

Addendum:

Please refer to the course outline addendum on the Learning Management System for further information.

