



COURSE OUTLINE

OAD005

Prepared: Sheree Wright and Amy Peltonen Approved: Sherri Smith

Course Code: Title	OAD005: KEYBOARDING SPEED DEVELOPMENT
Program Number: Name	2086: OFFICE ADMIN-EXEC
Department:	OFFICE ADMINISTRATION
Semester/Term:	18S
Course Description:	This course is designed to measure students keyboarding skills. Through the use of five-minute timed writings, students will demonstrate their ability to keyboard at a minimum speed of 35 gross words per minute with 98 percent accuracy.
Total Credits:	1
Hours/Week:	1
Total Hours:	7
Vocational Learning Outcomes (VLO's):	#7. Prepare and produce a variety of business documents using available technologies and applying industry standards.
Please refer to program web page for a complete listing of program outcomes where applicable.	
Essential Employability Skills (EES):	#2. Respond to written, spoken, or visual messages in a manner that ensures effective communication.
Course Evaluation:	Passing Grade: 50%, D
Other Course Evaluation & Assessment Requirements:	For the successful completion of Keyboarding Speed Development, the student, using appropriate touch-typing techniques, must demonstrate a minimum keyboarding speed of 35 gross words per minute with a minimum of 98 percent accuracy on two 5-minute timed writings on separate occasions. Timed writings will be conducted during class time under supervised conditions. 60+ gwpm A+ 50-59 gwpm A 45-49 gwpm B 40-44 gwpm C 35-39 gwpm D



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Evaluation Process and Grading System:

Less than 35 F

Evaluation Type	Evaluation Weight
Five-minute Timed Writings	100%

Course Outcomes and Learning Objectives:

Course Outcome 1.

Keyboard at a minimum keyboarding speed of 35 gross words per minute with a minimum of 98 percent accuracy.

Learning Objectives 1.

- Complete keyboarding speed and accuracy drills using the required keyboarding software.
- Complete five-minute timed writings.

This module will constitute 100% of the course grade.

Date:

Wednesday, August 30, 2017

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