



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	
Semesters/Terms:	19F	
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	
Prerequisites:	There are no pre-requisites for this course.	
Corequisites:	There are no co-requisites for this course.	
Vocational Learning Outcomes (VLO's) addressed in this course:	2086 - OFFICE ADMIN-EXEC	
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.
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	
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 Less than 35 F	
Course Outcomes and Learning Objectives:	Course Outcome 1	Learning Objectives for Course Outcome 1
	1. Meet industry keyboarding standards of a	1.1 Complete keyboarding speed and accuracy drills using the



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	<p>minimum keyboarding speed of 35 gross words per minute with a minimum of 98 percent accuracy.</p>	<p>required keyboarding software. 1.2 Complete five-minute timed writings. This module will constitute 100% of the course grade.</p>				
Evaluation Process and Grading System:	<table border="1"> <thead> <tr> <th>Evaluation Type</th> <th>Evaluation Weight</th> </tr> </thead> <tbody> <tr> <td>Five-minute Timed Writings</td> <td>100%</td> </tr> </tbody> </table>		Evaluation Type	Evaluation Weight	Five-minute Timed Writings	100%
Evaluation Type	Evaluation Weight					
Five-minute Timed Writings	100%					
Date:	June 19, 2019					
Addendum:	Please refer to the course outline addendum on the Learning Management System for further information.					