COURSE OUTLINE: OAD005 - KEYBOARDING SPEED

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Course Code: Title	OAD005: KEYBOARDING SPEED DEVELOPMENT
Program Number: Name	2086: OFFICE ADMIN-EXEC
Department:	OFFICE ADMINISTRATION
Semesters/Terms:	21S
Course Description:	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 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: Please refer to program web page for a complete listing of program outcomes where applicable.	**2086 - OFFICE ADMIN-EXEC** 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 Keyboarding Speed Development, the student, using appropriate touch-typing techniques, must demonstrate a minimum average speed of 35 net words per minute (netWPM) on three separate timed writings, 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, and will be assessed using the following grading scale. 60+ netWPM A+ 50-59 netWPM A

In response to public health requirements pertaining to the COVID19 pandemic, course delivery and assessment traditionally delivered in-class, may occur remotely either in whole or in part in the 2020-2021 academic year.

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	45-49 netWPM B 40-44 netWPM C 35-39 netWPM D Less than 35 F
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
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 timed writings.

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Five-minute Timed Writings	70%
Technique Checks	30%

Date:	June 17, 2020
Addendum:	Please refer to the course outline addendum on the Learning Management System for further information.

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