



## COURSE OUTLINE: OAD005 - KEYBOARDING SPEED

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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>Semesters/Terms:</b>	18F	
<b>Course Description:</b>	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.	
<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	
<b>Other Course Evaluation &amp; Assessment Requirements:</b>	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	
<b>Course Outcomes and Learning Objectives:</b>	<b>Course Outcome 1</b>	<b>Learning Objectives for Course Outcome 1</b>
	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>
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**Evaluation Process and Grading System:**

<b>Evaluation Type</b>	<b>Evaluation Weight</b>	<b>Course Outcome Assessed</b>
Five-minute Timed Writings	100%	1

**Date:**

June 22, 2018



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

