



**Douglas
College**

EFFECTIVE: JANUARY 2002

CURRICULUM GUIDELINES

A: Division: **Instructional** Date: **SEPTEMBER 2001**

B: Department/ **Commerce & Business Admin.** New Course ☒ Revision ☐

Program Area: **Office Administration**

If Revision, Section(s) Revised:

Date Last Revised:

C: **OADM 106** D: **Keyboarding** E: **1.5**

Subject & Course No.	Descriptive Title	Semester Credits
F: Calendar Description: This course is designed to give the learner the ability to keyboard accurately and proficiently, proofread quickly and accurately, and key at a speed of 25 net words per minute on a three-minute timing.. The learner may need to practise for more than 30 hours in order to reach these goals.		
G: Allocation of Contact Hours to Types of Instruction/Learning Settings Primary Methods of Instructional Delivery and/or Learning Settings: Online delivery Number of Contact Hours: (per week / semester for each descriptor) 3 hours per week Number of Weeks per Semester: 10 weeks X 3 hours/week = 30 hours	H: Course Prerequisites: OADM 104	
	I: Course Corequisites: nil	
	J: Course for which this Course is a Prerequisite: nil	
	K: Maximum Class Size: 24	
L: PLEASE INDICATE: ☐ Non-Credit ☒ College Credit Non-Transfer ☐ College Credit Transfer: Requested ☐ Granted ☐ SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)		

M: Course Objectives/Learning Outcomes

Upon completion of this course, the learner will have demonstrated the ability to:

1. Keyboard accurately and proficiently by touch at a minimum rate of 25 net words per minute on three-minute timings.
2. Proofread accurately
3. Apply basic ergonomic principles
4. Build keyboard speed and accuracy
5. Manage time effectively
6. Work independently and follow written directions

N: Course Content

1. Use correct technique to operate the alpha-numeric keyboard.
2. Apply ergonomic principles to achieve optimum effectiveness.
3. Use computer hardware and software components to key, format, print and email keyboarding reports.
4. Produce 3-minute timings to a minimum of 25 net words per minutes on straight-text copy.
5. Proofread accurately

O: Methods of Instruction

Online delivery. Communications between instructor and students will be conducted online using the course email, bulletin board and chat utilities. The instructor will guide students through a series of keyboarding lessons through motivation and online instruction.

P: Textbooks and Materials to be Purchased by Students

College Keyboarding, Vanhuss et al, 14th Canadian Edition, ISBN 0176056572
 Software: Keyboarding Pro, ISBN 0176073981 (Combined package ISBN : 0176219862)
 Computer: PC with Internet capabilities; Windows 95 or later version.

Q: Means of Assessment**MASTERY**

Demonstrate a minimum keyboarding speed of 25 net words a minute based on the best of three 3-minute timed writings achieved with three or fewer errors.

R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR

Student can challenge the course by completing a 3-minute keyboarding test.

Course Designer(s): **Julie Crothers**

Education Council/Curriculum Committee Representative

Dean/Director: **Jim Sator**

Registrar: **Trish Angus**