Douglas College

EFFECTIVE: SEPTEMBER 2008
CURRICULUM GUIDELINES

A.	Division:	**Instructional**	Effective Date:	**September 2008**

B.	Department / Program Area	**Commerce & Business Admin. Office Administration**	Revision	X New Course ☐
			If Revision, Section(s) Revised	**M, P, Q**
			Date of Previous Revision:	**September 2004**
			Date of Current Revision:	**May 2008**

C: OADM 1303		**D: KEYBOARDING SKILL DEVELOPMENT**		**E: 3**
Subject & Course No.		Descriptive Title		Semester Credits

F: Calendar Description:

This is a keyboarding course for students wishing to increase their typing speed to a minimum of 40 net words per minute on straight-copy timings. A keyboarding software program will be used to evaluate and provide drills for correcting individual weaknesses. This program has proven very successful in building speed and accuracy to levels commonly sought by employers.

G: Allocation of Contact Hours to Type of Instruction / Learning Settings Primary Methods of Instructional Delivery and/or Learning Settings: **Lecture and Seminar** Number of Contact Hours: (per week / semester for each descriptor) **Lecture: 1 hour** **Seminar: 3 hours** Number of Weeks per Semester: **15 weeks x 4 hours per weeks = 60 hours**	**H:** Course Prerequisites: **Proof of 25 net words per minute on a five-minute timing or OADM 1103 or OADM 1106.** **I:** Course Corequisites: **Nil** **J:** Course for which this Course is a Prerequisite **OADM 1326 and OADM 1327 and OADM 1328 and OADM 1329 and OADM 1401** **K:** Maximum Class Size: **30**

L: PLEASE INDICATE**:**

☐	Non-Credit
X	College Credit Non-Transfer
☐	College Credit Transfer:

SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bctransferguide.ca)

M:	Course Objectives / Learning Outcomes

The learner has reliably demonstrated the ability to:

1.   Demonstrate keyboarding techniques which adhere to occupational health and safety work habits.
2.   Keyboard 5-minute timings to a minimum of 40 net words per minute.
3.   Keyboard 2-minute alpha and numeric copy to a minimum of 40 net words per minute.

N: Course Content:

1. Correct technique
2. Health and safety issues
3. Speed drill exercises
4. Accuracy drill exercises

O: Methods of Instruction

Students will use computer software to enhance keyboard skills. The instructor will facilitate learning through demonstrations, motivation, and individual instruction.

P: Textbooks and Materials to be Purchased by Students

Peters and Haley, *Cortez Peters' Championship Keyboarding Drills*, Latest edition, New York, McGraw-Hill.
Clayton, *121 Timed Writings with Skillbuilding Drills,* Latest edition, Mason, Ohio, Thomson South-Western.

Q: Means of Assessment

Average speed on best three 5-minute timings on straight text copy	65%
Average speed on best three 2-minute alpha-numeric copy	5%
Class assignments, drills, exercises	15%
Accuracy certificates	10%
Technique demonstration	5%
	100%

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

This course is open for PLAR.

Course Designer(s) **Wayne Ratcliffe**   Education Council / Curriculum Committee Representative

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Dean / Director**: Rosilyn G. Coulson**   Registrar: **Trish Angus**