Douglas College

CURRICULUM GUIDELINES

A:	Division:	**Instructional**	Date:			**SEPTEMBER 2001**
B:	Department/ Program Area:	**Commerce & Business Admin.** **Office Administration**	New Course	**X**	Revision	

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

X 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**