



Keyboarding 1 - OFAD 155

Office Administration Program

Course Outline

COURSE IMPLEMENTATION DATE: Pre 1998
OUTLINE EFFECTIVE DATE: May 2018
COURSE OUTLINE REVIEW DATE: January 2023

GENERAL COURSE DESCRIPTION:

This course is designed to develop students' keyboarding skills. Accuracy and keyboarding speed are emphasized, during the course. In each lesson, students are shown correct touch typing techniques and review the alpha-numeric keyboard. This course also introduces timings of various durations. The speed objective is 30 wpm in three minute timings with three or fewer errors.

Program Information: This course is required for the Office Administration Certificate if a student is unsuccessful completing the placement assessment.

Delivery: This course is delivered online.

College of the Rockies Credits: 1.5

Hours for this course: 45 hours to be completed over 9 weeks

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	
Vocational Contact Hours	45
Total	45

Practicum Hours (if applicable):

Type of Practicum	Duration
On-the-job Experience	N/A
Formal Work Experience	N/A
Other	N/A
Total	

Course Outline Author or Contact:

Joan Kaun, Instructor Diploma, BGS

Signature

APPROVAL SIGNATURES:

Department Head

Joy Brown

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Dean of Trades and Technology

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Department Head Signature

Dean Signature

EDCO

Valid from: May 2018 – January 2023

Education Council Approval Date

COURSE PREREQUISITES AND TRANSFER CREDIT:

Prerequisites: None

Corequisites: None

Flexible Assessment (FA):

Credit can be awarded for this course through FA

Yes No

Learners may request formal recognition for flexible assessment at the College of the Rockies through one or more of the following processes: External Evaluation, Worksite Assessment, Demonstration, Standardized Test, Self-assessment, Interview, Products/Portfolio or Challenge Exam. Contact an Education Advisor for more information.

Transfer Credit: For transfer information within British Columbia, Alberta, and other institutions, please visit <http://www.cotr.bc.ca/Transfer>.

Students should also contact an academic advisor at the institution where they want transfer credit.

Prior Course Number: ABT 155

Date changed: September 2007

Textbooks and Required Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date, the following textbooks were in use:

KeyboardingOnline.com Keyboard Mastery Access Code

Please see the instructor syllabus or check COTR's online text calculator

http://www.cotr.bc.ca/bookstore/cotr_web.asp?IDNumber=164 for a complete list of the currently required textbooks.

LEARNING OUTCOMES:

Upon the successful completion of this course, students should be able to

- use online keyboarding software;
 - key accurately and proficiently by touch;
 - apply basic ergonomic principles;
 - key a minimum of 25 gross words a minute with 3 or fewer errors in a 3-minute timing;
 - complete work in a timely manner and on schedule; and
 - take responsibility for attendance, absenteeism, and punctuality.
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COURSE TOPICS:

- Home row
- Alphabetic keys
- Keyboard mastery
- Numbers and symbols
- Timings

See instructor syllabus for the detailed outline of weekly readings, activities, and assignments.

EVALUATION AND ASSESSMENT:

Assignments
The course grade is based on three 3-minute keyboarding timings. Each timing is worth 33 1/3%.

Please see the instructor syllabus for specific classroom policies related to this course, such as details of evaluation, penalties for late assignments, and use of electronic aids.

Attendance is an important component of the course. Students are expected to complete this course within the scheduled course timeline. Failure to do so will result in an "F" grade. Extensions may be considered only if the student has demonstrated workplace appropriate responsibility for absence or delay throughout the course.

EXAM POLICY:

Students must attend all required scheduled exams that make up a final grade at the appointed time and place.

Individual instructors may accommodate for illness or personal crisis. Additional accommodation will not be made unless a written request is sent to and approved by the appropriate Department Head prior to the scheduled exam.

Any student who misses a scheduled exam without approval will be given a grade of "0" for the exam.

COURSE GRADE:

Course grades are assigned as follows:

Grade	A+	A	A-	B+	B	B-	C+	C	F
Mark (Percent)	≥ 98	97-94	93-90	89-86	85-82	81-79	78-75	74-70	< 70

A grade of "C" grants credit, but may not be sufficient as a prerequisite for sequential courses.

ACADEMIC POLICIES:

See www.cotr.bc.ca/policies for general college policies related to course activities, including grade appeals, cheating, and plagiarism.

COURSE CHANGES:

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment and marketing needs. The instructor endeavours to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.