



HLUC 1015: Keyboarding: Speed and Accuracy

EFFECTIVE DATE

September 2021

DEPARTMENT

Health Unit Coordinator

DESCRIPTION

This course gives students the opportunity to develop their keyboarding skills with a focus on speed and accuracy by means of selected timed writings and drills on a computer. Students identify areas for improvement and develop corrective practices.

CREDITS

2.0

YEAR OF STUDY

1st Year Post-secondary

PREREQUISITES

None

COREQUISITES

None

COURSE LEARNING OUTCOMES

Upon successful completion of this course, students will be able to:

- Self assess posture and alignment to keyboard accurately.
- Demonstrate correct touch typing technique.
- Demonstrate a minimum keyboarding speed of 35 gross words per minute on a 5-minute test with 5 errors or less.
- Demonstrate accurate keyboard skills utilizing relevant software.

PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)

Successfully complete a keyboarding speed test with 35 gross words per minute on a five minute test with five or less errors.

HOURS

Lecture: 20

Lab: 35

INSTRUCTIONAL STRATEGIES

Online, class, lab activities, discussions and demonstrations

GRADING SYSTEM

Letter Grade (A-F)

PASSING GRADE

B-=68%

EVALUATION PLAN

Type	Percentage	Assessment activity
Quizzes/Tests	30	Five minute timings to achieve 35 gwpm with 5 or less errors
Quizzes/Tests	20	Skill development paragraphs
Assignments	25	Honour Rolls
Quizzes/Tests	25	Speed and accuracy studies

COURSE TOPICS

- Five-Minute Timings
Skill Development Paragraphs
Honour Roll Timings
Accuracy & Speed Study Drills

LEARNING RESOURCES

Resources are items which the student is responsible for purchasing as identified by the department/instructor.

Notes:

- Course contents and descriptions, offerings and schedules are subject to change without notice.
- Students are required to follow all College policies including ones that govern their educational experience at VCC. Policies are available on the VCC website at:
<https://www.vcc.ca/about/governance--policies/policies/>.
- To find out how this course transfers, visit the BC Transfer Guide at <https://www.bctransferguide.ca>.

Broadway campus

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Downtown campus

250 West Pender Street
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Annacis Island campus

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