ORIGINAL COURSE IMPLEMENTATION DATE: September 2002
REVISED COURSE IMPLEMENTATION DATE: September 2023
COURSE TO BE REVIEWED (six years after UEC approval)**:** December 2028
Course outline form version: 09/08/2021

OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

Course Code and Number: ABT 131	**Number of Credits:** 3 Course credit policy (105)

Course Full Title: Adaptive Technologies and Keyboarding
Course Short Title: Adaptive Tech. & Keyboarding

Faculty: Faculty of Education, Community, & Human Dev.	**Department:** Applied Business Technology

Calendar Description:

Introduction to the fundamentals of text-generation methods with an emphasis on speed and accuracy. Students will build proficiencies in traditional keyboarding techniques as well as in adaptive technologies used in document production such as speech-to-text, screen recording, captioning, and other accessibility and productivity tools.

Prerequisites (or NONE):	Admission to the Applied Business Technology certificate.
Corequisites (if applicable, or NONE):	
Pre/corequisites (if applicable, or NONE):	

Antirequisite Courses *(Cannot be taken for additional credit.)*

Former course code/number:

Cross-listed with:

Equivalent course(s):

(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)

Course Details

Special Topics course: **No**
 (If yes, the course will be offered under different letter designations representing different topics.)

Directed Study course: **No**
 (See policy 207 for more information.)

Grading System: **Letter grades**

Delivery Mode: **May be offered in multiple delivery modes**

Expected frequency: **Twice per year**

Maximum enrolment (for information only)**: 26**

Typical Structure of Instructional Hours

Lecture/seminar	45
Total hours	**45**

Scheduled Laboratory Hours

Labs to be scheduled independent of lecture hours: ☒ No ☐ Yes

Prior Learning Assessment and Recognition (PLAR)

PLAR cannot be awarded for this course because:

ABT is a cohort program with content integrated across the curriculum.

Transfer Credit *(See **bctransferguide.ca**.)*

Transfer credit already exists: **No**

Submit outline for (re)articulation: **[click to select]**
 (If yes, fill in transfer credit form.)

Department approval: Christine Nehring		**Date of meeting:**	September 27, 2022
Faculty Council approval		**Date of meeting:**	November 4, 2022
Undergraduate Education Committee (UEC) approval		**Date of meeting:**	December 16, 2022

Learning Outcomes *(These should contribute to students' ability to meet program outcomes and thus Institutional Learning Outcomes.)*

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

1. Apply the principles of proper keyboarding technique through traditional keyboarding methods and speech-to-text software.
2. Analyze current adaptive technologies and their appropriate application.
3. Explore accessibility properties of various business applications.
4. Create workplace-ready resources using relevant technologies.
5. Integrate adaptive technologies into individual workflows.

Recommended Evaluation Methods and Weighting *(Evaluation should align to learning outcomes.)*

Quizzes/tests:	10%	Assignments:	40%		%
Project:	10%	Portfolio:	40%		%

Details:

Students can choose to complete assignments and projects in a variety of ways including presentations, reports, infographics, blog posts, podcasts, traditional keyboarding assessment, and speech-to-text software.

NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.

Texts and Materials *(Include online resources and Indigenous knowledge sources. Open Educational Resources (OER) should be included whenever possible. If more space is required, use the Supplemental Texts and Resource Materials form.)*

	Type	**Author or description**	**Title and publication/access details**	**Year**
1.	Online resource	Ellsworth	*Keyboarding Online*	2022
2.				
3.				
4.				
5.				

Required Additional Supplies and Materials *(Software, hardware, tools, specialized clothing, etc.)*

Access to a Windows-enabled PC and internet.

Course Content and Topics

1. Introduction to Keyboarding Online software
2. Introduction to speech-to-text software
3. Review and analysis of current adaptive technologies
4. Exploration of productivity alternatives
5. Accessibility features in common workplace platforms
6. Accessibility legislation and its impact on the B.C. workplace