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Course Name

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Code No.

**I. COURSE DESCRIPTION:**

Strong keyboarding and well-developed vocabulary skills are two skills needed by office professionals. Transcription Fundamentals will give students the opportunity to expand their vocabulary by mastering commonly misspelled business terms in preparation for Transcription Techniques (OAD127), which is offered in Semester Two. Students will also use a software program to practise and develop their keyboarding speed and accuracy. By the end of this course, students are expected to keyboard at a minimum speed of 30 gross words per minute with 98 percent accuracy.

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

Upon successful completion of this course, the student will demonstrate the ability to:

1. Keyboard using touch-typing techniques at a minimum speed of 30 gross words per minute with 98 percent accuracy.

Potential Elements of the Performance:

- Develop touch-typing techniques through the completion of drills.
- Keyboard at 30 gross words per minute with 98 percent accuracy for three minutes on two separate days.

2. Spell commonly misspelled business terms accurately.

Potential Elements of the Performance:

- Use spelling rules to spell hundreds of words correctly:
  - joining words
  - joining prefixes and words
  - joining words and suffixes
  - dropping the final “e”
  - changing the final “y” to “i”
  - doubling final consonants
  - forming plurals
- Spell consonant and vowel sounds in words.
- Avoid spelling errors caused by faulty pronunciation.
- Proofread to correct spelling errors.
- Locate the correct spellings of words in a dictionary.

**III. TOPICS:**

1. Learning the Keyboard – All the Right Type Keyboarding Drills
2. Keyboarding Speed and Accuracy Timed Writings
3. Tips to Improving Spelling

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4. Using a Dictionary
5. Double, Silent, and Other Consonants
6. Vowel Sounds
7. Spelling IE and EI
8. Spelling Schwa (ə)
9. Words Pronounced Alike, Similarly, and Incorrectly
10. Joining Words, Joining Prefixes and Words, Joining Words and Suffixes
11. Dropping Final E
12. Changing Final Y to I
13. Doubling Final Consonants
14. Forming Plurals
15. Sound-Alike Suffixes

#### IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

*College Spelling Skills, Second Edition*, by James F. Shepherd, Houghton Mifflin Company  
*Student's Oxford Canadian Dictionary – 2<sup>nd</sup> Edition*, Oxford Press

#### V. EVALUATION PROCESS/GRADING SYSTEM:

##### **Homework (Completion of Weekly Spelling Exercises) – 5%**

To prepare for the quizzes, it is expected that 100 percent of spelling exercises will be completed in the required textbook, *College Spelling Skills*. Completed textbooks will be handed in at the end of the semester for grading. A 1 percent penalty will be assigned to each incomplete lesson.

**Spelling Quizzes (Completion of Weekly Spelling Quizzes) – 80%** (12 quizzes covering 17 chapters)

##### **Timed Writings (Keyboarding Speed and Accuracy)\* – 15%**

(Students are expected to keyboard at a minimum speed of 30 gross words per minute (gwpm) with 98 percent accuracy on two 3-minute timed writings administered on two separate days during the last four weeks of the semester.)

0-29 gwpm – 0/15

30 gwpm – 8/15

35 gwpm – 9/15

40 gwpm – 11/15

45 gwpm – 12/15

50 gwpm – 15/15

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 Course Name

---

 Code No.

Students should spend the first fifteen minutes of class time completing *All the Right Type Three Plus* keyboarding drills. In addition, students should spend an additional twenty minutes per day outside of class completing keyboarding drills in order to attain a minimum keyboarding speed of 30 gwpm before the end of the semester.

All the Right Type drills to be completed include All the Right Type Three Plus Standard “Learning the Keyboard,” “Practice Pavillion”, “Skill Building,” and “Testing Centre.”

Completion of these keyboarding drills will be monitored weekly.

In order to be eligible to complete timed writings, students need to have completed all drills as outlined above.

Three-minute timed writings will be completed during class time over the final four weeks of the semester. Students may complete additional timed writings for practice; however, for grading purposes, timed writings must be done during class time.

Failure to type at 30 gwpm with 98 percent accuracy on two timed writings administered on two separate days at the end of the course will result in a grade of 0/15 for keyboarding.

The following semester grades will be assigned to students:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90-100%	4.00
A	80-89%	4.00
B	70-79%	3.00
C	60-69%	2.00
D	50-59%	1.00
F (Fail)	49% and below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field/clinical placement or non-graded subject areas.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	

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NR Grade not reported to Registrar's office.  
W Student has withdrawn from the course  
without academic penalty

If a faculty member determines that a student is at risk of not being successful in their academic pursuits and has exhausted all strategies available to faculty, student contact information may be confidentially provided to Student Services in an effort to offer even more assistance with options for success. Any student wishing to restrict the sharing of such information should make their wishes known to the coordinator or faculty member.

## VI. SPECIAL NOTES:

### Attendance

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

It is the student's responsibility to be familiar with the course outline and *Office Administration – Executive Student Manual*. These documents outline classroom policies that must be followed.

By considering the college environment as their workplace for the duration of the program, students will have a standard of performance to meet and will practise the day-to-day skills required to be successful in the work world.

These skills include:

- arriving and leaving class on time
- calling in/e-mailing when not in attendance
- checking college e-mail twice daily as a minimum
- following classroom rules and procedures
- demonstrating appropriate manners and etiquette
- listening attentively when the class is being addressed
- demonstrating respect for others at all times
- focusing on the work at hand
- organizing paperwork and keeping track of deadlines
- producing accurate, mailable documents
- being responsible for your own work

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Failure to follow program policies will be dealt with through an escalating procedure as follows:

- One verbal warning from professor
- One e-mail notification from professor
- Removal from the classroom and meeting with professor
- Meeting with the chair which may result in suspension or expulsion from the course/program

The Student Code of Conduct (found on the portal) provides guidelines and disciplinary procedures for the college community. Academic dishonesty as defined in the Student Code of Conduct will result in a zero grade for all involved parties.

Keyboarding proficiency is an integral component of the Office Administration – Executive program. Students who are unable to keyboard with touch type techniques should practise their skills on a daily basis.

*All the Right Type Three Plus* typing tutor software is located in the E-wing computer labs and in the Learning Centre. Visit <http://www.ingenuityworks.com/> for more information on purchasing *All the Right Type Three Plus* for home use.

Lectures will not be repeated in subsequent classes. A study partner/group is invaluable for notes in the event of an unavoidable absence but must not be depended upon for frequent absences.

It is expected that 100 percent of classroom work be completed as preparation for the quizzes.

Students are expected to check college e-mail twice daily as a minimum to ensure timely communication of course information.

Producing accurate work is fundamental to this course. Marks will be deducted for inaccuracies.

Students are expected to be present to write all spelling quizzes during regularly scheduled classes. During spelling quizzes, students are expected to keep their eyes on their own work. Academic dishonesty will result in a grade of zero (0) on the test for all involved parties. A missed spelling quiz will receive a zero (0) grade.

Spelling quizzes will not be “open book.”

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Course Name

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Code No.

Spelling quiz papers may be returned to the student after grading in order to permit verification of the results and to review the quizzes. However, the student must return all quiz papers to the professor who will keep them on file for two weeks after the semester finish date.

Any questions regarding the grading of individual quizzes must be brought to the professor's attention within two weeks of the date quiz papers are returned in class.

For those students who have

- attended 75 percent of classes
- completed all required course work (minimum grade of 3 out 5 percent for homework completion required)
- failed the course or missed one quiz

one supplementary spelling quiz will be administered at the end of the module. The mark achieved on the supplemental quiz will replace the **lowest** spelling quiz for the final grade calculation.

In exceptional circumstances, the department will review the application of this policy on an individual basis. Supporting documentation may be required.

## VII. COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located on the portal form part of this course outline.