SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

Sault College

COURSE OUTLINE

COURSE TITLE:	KEYBOARDING SPEED DEVELOPMENT

CODE NO. :	OAD005	**MODULE:**	SIX

PROGRAM:	OFFICE ADMINISTRATION - EXECUTIVE (ACCELERATED)

AUTHOR:	ROSEMARY LeBLANC

DATE:	JUNE 2008	**PREVIOUS OUTLINE DATED:**	JUNE 2007

APPROVED:

_____ _____

                          DEAN   **DATE**

TOTAL CREDITS:	1

PREREQUISITE(S):	NONE

HOURS/WEEK:	1 HOUR/7 WEEKS

_____ _____
Course Name   Code No.

I.   COURSE DESCRIPTION:

This course is designed to develop student's keyboarding skills. Through the use of drills, students will develop keyboarding speed and accuracy.

II.   LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1.   Touch type at a minimum keyboarding speed of 30 gross words per minute with a minimum of 98 percent accuracy.

   Potential Elements of the Performance:
   - Complete keyboarding speed and accuracy drills using *All The Right Type* software.
   - Complete timed writings.

   This module will constitute 100% of the course grade.

III.   TOPICS:

Note: These topics sometimes overlap several areas of skill development and are not necessarily intended to be explored in isolated learning units or in this order.

1.   Review of computer keyboard.
2.   Completion of speed and accuracy drills.
3.   Completion of timed writings.

IV.   REQUIRED RESOURCES/TEXTS/MATERIALS:

Students will access *All The Right Type* located on the E-wing network.

V.   EVALUATION PROCESS/GRADING SYSTEM:

For the successful completion of Keyboarding Speed Development, the student, using appropriate touch-typing techniques, must demonstrate a minimum keyboarding speed of 30 gross words per minute with a minimum of 98 percent accuracy on **two** 5-minute timed writings.

50 gwpm	A+
45 gwpm	A
40 gwpm	B
35 gwpm	C
30 gwpm	D
Less than 30	F

The following semester grades will be assigned to students in post-secondary courses:

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W	Student has withdrawn from the course without academic penalty.	

_____ _____

Course Name   Code No.

VI. SPECIAL NOTES:

Special Needs:
If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 2493 so that support services can be arranged for you.

Retention of course outlines:
It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Plagiarism:
Students should refer to the definition of "academic dishonesty" in *Student Rights and Responsibilities*. Students who engage in "academic dishonesty" will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Course outline amendments:
The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

Students are expected to be present to complete all drills and timed writings during regularly scheduled classes.

It is expected that 100 percent of classroom work be completed.

Students are encouraged to daily use the *All the Right Type* typing tutor software located on the E-wing network and in The Learning Centre.

Regular attendance is expected so the professor can observe work and provide guidance as necessary.

VII.   PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should
consult the professor. Credit for prior learning will be given upon
successful completion of a challenge exam or portfolio.

VIII.   DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing)
should obtain a direct credit transfer form from the Dean's secretary.
Students will be required to provide a transcript and course outline related
to the course in question.