

I. COURSE DESCRIPTION:

This course is designed to measure student's keyboarding skills. Through the use of five-minute timed writings, students will demonstrate their ability 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 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 five-minute timed writings.

This module will constitute 100% of the course grade.

III. REQUIRED RESOURCES/TEXTS/MATERIALS:

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

IV. 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 on separate occasions.

Timed writings will be conducted during class time under supervised conditions.

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:

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W	Student has withdrawn from the course without academic penalty.	

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 provide classroom policies that must be followed.

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

Regular attendance and participation is expected to ensure course information is communicated to all students. In-class observation of student work and guidance by the professor aids student success. 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.

Students are expected to demonstrate respect for others in the class.

Classroom disturbances will be dealt with through an escalating procedure as follows:

- One verbal warning from professor
- One e-mail notification from professor
- Meeting with the dean which may result in suspension or expulsion

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

Keyboarding proficiency is an integral component of the Office Administration – Executive program. Students who are unable to keyboard with touch type techniques should be practising their skills on a daily basis. *All the Right Type* 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 for home use.

Students are expected to be present to write all timed writings during regularly scheduled classes. Academic dishonesty will result in a grade of zero (0) on the test for all involved parties.

VII. COURSE OUTLINE ADDENDUM:

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