SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE:	KEYBOARDING SPEED DEVELOPMENT		
CODE NO. :	OAD005	**SEMESTER:** **MODULE:**	THREE SIX
PROGRAM:	OFFICE ADMINISTRATION – EXECUTIVE (ACCELERATED)		
AUTHOR:	SHEREE WRIGHT		
DATE:	JUNE 2012	**PREVIOUS OUTLINE DATED:**	JUNE 2011
APPROVED:		"Brian Punch" **CHAIR**	June/12 **DATE**
TOTAL CREDITS:	1		
PREREQUISITE(S):	NONE		
HOURS/WEEK:	1 HOUR PER WEEK/7 WEEKS		

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I. COURSE DESCRIPTION:

This course is designed to measure students' keyboarding skills. Through the use of five-minute timed writings, students will demonstrate their ability to keyboard at a minimum speed of 35 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 35 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.

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 35 gross words per minute with a minimum of 98 percent accuracy on **two** 5-minute timed writings on separate occasions/classes.

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

60+ gwpm	A+
50-59 gwpm	A
45-49 gwpm	B
40-44 gwpm	C
35-39 gwpm	D
Less than 35	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W	Student has withdrawn from the course without academic penalty.	

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

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.

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

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.

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 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.

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

Students are expected to be present to write all timed writings during regularly scheduled classes.

VII. COURSE OUTLINE ADDENDUM:

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