
Course Name

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 (OAD104), 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 25 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 25 gross words per minute with 98 percent accuracy.

Potential Elements of the Performance:

- Develop touch-typing techniques through the completion of drills.
- Keyboard at 25 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 – 2nd Edition, Oxford Press

V. EVALUATION PROCESS/GRADING SYSTEM:

Homework (Completion of Weekly Spelling Exercises) – 5%

(Students are expected to complete assigned work from the textbook – homework will be checked weekly. Each incomplete weekly homework assignment will be subject to a 1 percent penalty.)

Spelling Quizzes (Completion of Weekly Spelling Quizzes) – 70% (12 quizzes covering 17 chapters)

Timed Writings (Keyboarding Speed and Accuracy)* – 25%

(Students are expected to keyboard at a speed of 25 gross words per minute (gwpm) with 98 percent accuracy on three-minute timed writings administered on two separate days.)

*Students will be given a keyboarding pretest at the beginning of the course. Students who keyboard at 25 gross words per minute with 98 percent accuracy on the pretest will be assigned an automatic grade of 25/25 and will not be required to complete *All the Right Type Three Plus* drills. Students who do not keyboard at 25 gwpm will be required to complete *All the Right Type Three Plus Standard* “Learning the Keyboard,” “Practice Pavillion,” “Skill Building,” and “Testing Centre” drills. Completion of these keyboarding drills will be monitored weekly. Keyboarding proficiency will not be measured until students have completed the above drill sections.

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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 25 gwpm before the end of the semester. Failure to type at 25 gwpm with 98 percent accuracy at the end of the course will result in a grade of 0/25 for keyboarding.

Timed writings may also be done outside of class time for additional practice; however, for grading purposes, timed writings must be completed during class time.

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.	
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.

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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.

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.

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 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.

It is expected that 100 percent of spelling textbook exercises will be completed as preparation for the quizzes. All work must be completed in the required textbook, *College Spelling Skills*, and the completion of daily work will be monitored. A 1 percent penalty will be assigned to each incomplete lesson.

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.

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Spelling quizzes will not be “open book.”

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.

In the event of a failed course grade, **one** supplementary spelling quiz will be administered at the end of the semester to those students who have attended 75 percent of classes and have completed all the required textbook exercises (minimum grade of 3 out of 5 percent for homework completion required). The mark achieved on the supplemental spelling quiz will replace the **lowest** spelling quiz for the final grade calculation.

VII. COURSE OUTLINE ADDENDUM:

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