

- I. COURSE DESCRIPTION:** This is a 'learn to type' course, in which students will learn keyboarding techniques using various methods. Keyboarding speed and accuracy will be emphasized. Proofreading and editing documents is covered. Research about repetitive stress injury and proper ergonomics will be included. The student should be able to achieve a speed of 15-20 net words per minute.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. Keyboard 15-20 net words per minute.
2. Demonstrate proper ergonomics for keyboarding.
Potential Elements of the Performance:
 - Prepare a report about repetitive strain injury
 - Research proper ergonomics for keyboarding
3. Proofread and edit documents.
Potential Elements of the Performance:
 - Identify proofreaders marks
 - Detect common proofreading errors

III. TOPICS:

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

1. Using All the Right Type
 - Learning Lab Drills
 - Practice Pavilion
 - Skill Building Drills
 - Timed Writings
2. Ergonomics for Keyboarding
 - Work Environment
 - Posture
 - Repetitive Strain Injury
3. Proofreading and Editing Documents
 - Proofreading Tips
 - Common Proofreading Errors
 - Proofreaders Symbols

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Students will access All the Right Type located on the college network.

Additional:

A Guide to Proofreading Techniques provided by professor.

V. EVALUATION PROCESS/GRADING SYSTEM:

1. Keyboarding Speed (80%)

20+ nwpm	100%
19 nwpm	90%
18 nwpm	80%
17 nwpm	70%
16 nwpm	60%
15 nwpm	50%

NOTE: Students must demonstrate a minimum keyboarding speed of 15 nwpm on **two** 5-minute timed writings on separate occasions.

2. Assignments and Quizzes (20%)

The following semester grades will be assigned to students:

Grade	<u>Definition</u>	<i>Grade Point Equivalent</i>
A+	90 – 100%	4.00
A	80 – 89%	
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 area.	
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.

VII. COURSE OUTLINE ADDENDUM:

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