

OA 118A Keyboarding I*2 Credits, 4 hours*

Students will master touch keyboarding including alphabetic and non-alphabetic parts of the keyboard. Keyboarding software is used to provide an individual diagnostic/prescriptive methodology as a means toward developing accuracy and increasing speed. Students will be required to spend time outside of class for practice.

Instructor

Instructor: Pam Wenaus
Office: S 111E
Phone: 780-791-8956
Email: pam.wenaus@keyano.ca

Office Hours

Monday	8:00 a.m.	to	8:50 a.m.
Monday	10:00 a.m.	to	10:50 a.m.
Tuesday	8:00 a.m.	to	8:50 a.m.
Wednesday	8:00 a.m.	to	8:50 a.m.
Thursday	10:00 a.m.	to	10:50 a.m.

Hours of Instruction

Monday 9:00 a.m. – 9:50 a.m. (CC267)
Tuesday 11:00 a.m. – 11:50 a.m. (S105)
Thursday 1:00 p.m. – 1:50 p.m. (CC282)
Friday 10:00 a.m. – 10:50 a.m. (S107)

Required Resources

College Keyboarding Canadian 19th Edition, Lessons 1-25; VanHuss, Forde, Woo, Robertson, Kochhar, Rivers, Hill. ISBN 9780176531966.

Binder, paper, large folding clip, pen/pencil

Course Outcomes

Upon successful completion of the course, the students will:

- Identify and demonstrate touch typing techniques including workstation ergonomics and healthy work habits.
- Develop excellent keyboarding skills on alphabetic keys plus several punctuation marks to achieve a minimum of **30 corrected-words-per-minute with 5 or less errors**.
- Recognize and practice good time management and organizational skills to complete required tasks and keep records on a continuous basis.

Course Evaluation

- The student will complete weekly lessons in order to learn the skill of touch typing and to demonstrate a required speed and accuracy.
- When the student has successfully demonstrated their competency in the weekly lessons they will complete a Timed Writing as outlined on the course activity list.
- The student is successful when they achieve a minimum speed of **30 correct words a minute with 5 errors or less.**
- It is the student's responsibility to maintain this minimum standard by practicing during and outside of scheduled class time.
- Once a student successfully achieves the weekly Timed Writings with the required speed/accuracy, they can then complete a Timed Assessment.
- The student must complete 5 Timed Assessments successfully.
- Each Timed Assessment is worth 20 marks. The percentage equivalents to the **Correct Words Per Minute** speed calculations are represented in the table below.

OA118 Keyboarding 1- Marking rubric

CWPM	%	/20
50	100	20
49	98	19.6
48	96	19.2
47	94	18.8
46	92	18.4
45	90	18
44	88	17.6
43	86	17.2
42	84	16.8
41	82	16.4
40	80	16

CWPM	%	/20
39	78	15.6
38	76	15.2
37	74	14.8
36	72	14.4
35	70	14
34	68	13.6
33	66	13.2
32	64	12.8
31	62	12.4
30	60	12

Grading System

	Marks	Percent
Assessment 1	/20	16%
Assessment 2	/20	16%
Assessment 3	/20	16%
Assessment 4	/20	16%
Assessment 5	/20	16%
Technique	/25	15%
Attendance		5%
		100

The minimum standard for passing this course is a grade of C- (60%).

Course Exemption

Within the second week of class students will be given the opportunity to perform an Exemption Assessment. If they can successfully touch type **50 CWPM with 5 or less errors** on five timed assessments they will not be required to attend the remainder of the course.

Proposed Schedule of Topics

Week 1- Welcome and Introduction to Keyboarding	Week 8- Lesson 10- Z, Y, Quotation Mark, Tab (pgs 23-24) and Lesson 11- Review (pgs 25-26)
Week 2- Technique and Ergonomics	Week 9 - Lesson 12- Review (pgs 27-28) and Lesson 13- Review (pgs 29-30)
Week 3- Exemption Assessment, Lesson 1- Home Row, Space Bar, Enter and I (pgs 3-5) and Lesson 1- R Review (pg 6)	Week 10- Speed Studies 1- Simple Words and Speed Studies 2- Long words
Week 4- Lesson 2- E & N (pgs 7-8) and Lesson 3- Review (pg 9-10)	Week 11- Speed Study 3- Alternate Hand and Speed Study 4- Compound Strokes
Week 5- Lesson 4- Left Shift, H, T, Period (pgs 11-12) and Lesson 5- R, Right Shift, C, O (pgs 13-14)	Week 12 - Speed Study 5- Vertical Strokes and Speed Study 6- Double Letters
Week 6- Lesson 6- W, Comma, B, P (pgs. 15-16) and Lesson 7- Review (pgs.17-18)	Week 13 - Speed Study 7- One-Hand Words and Speed Study 8- Alphabetic Sentences
Week 7- Lesson 8- G, Question, X, U (pgs 19-20) and Lesson 9- Q, M, V, Apostrophe(pgs 21-22)	Week 14- Speed Study 9- Spacing Drills and Speed Study 10- Shifting Drills

Please Note:

Date and time allotted to each topic is subject to change.

Grading System

Descriptor	Alpha Grade	4.0 Scale	Percent
Excellent	A+	4.0	> 98.9
	A	4.0	95 – 98.9
	A-	3.7	90 – 94.9
Good	B+	3.3	85 – 89.9
	B	3.0	80 – 84.9
	B-	2.7	75 – 79.9
Satisfactory Progression	C+	2.3	70 – 74.9
	C	2.0	65 – 69.9
	C-	1.7	60 – 64.9
Poor	D+	1.3	55 – 59.9
Min Pass	D	1.0	50 – 54.9
Failure	F	0.0	< 50

Assignments

All assignments must be retained in electronic format in students' files. Moodle is a required component of the course, as all due dates and grades will be posted there. Please pay careful attention to the information above regarding Academic Misconduct for behaviour such as cheating and plagiarism. The penalty for such behaviour is a zero on the assignment and no opportunity to resubmit it.

Assignments must be handed in on the due date at the beginning of class. If being submitted on Moodle, assignments must be submitted by the due date posted. Late assignments will receive a mark of zero (unless there are documented extenuating circumstances such as illness). Technology issues **are not** considered valid grounds for late assignments. In-class assignments must be completed in class on the assigned date.

Assessments

All assessment dates will be posted on Moodle and are subject to change. Assessments must be written when scheduled. Make-up assessments will not be given unless there are documented extenuating circumstances. Students are expected to notify their instructor if they are unable to attend class.

The final examination will be a maximum of three hours in length and scheduled during the final exam period. All final examinations must be written on the specified examination date, or the conditions listed in the Keyano College Calendar under "Deferred Final Examination" will apply. Students with accommodations must inform the instructor and the Skill Centre of any necessary arrangements **at least three weeks in advance** of the final exam date.

Professionalism

Students must behave in a manner that is respectful and professional toward their instructors, classmates, and administration. Student communication, both written and verbal, must be completed in a professional manner. Inappropriate discussion topics or language will not be tolerated. Written communication must be done through the Keyano College email accounts and composed in a respectful manner. In addition, students will dress in a professional manner. Casual business clothing is preferred. Low necklines and short bottoms/skirts are not deemed professional attire. Participation in class activities is expected. The use of cell phones and social media is not allowed in the classroom, unless specified by your instructor.

Performance Requirements

Student Responsibilities

It is your responsibility as a student to contact the Office of the Registrar to complete the forms for Withdrawal or Change of Registration, and any other forms. Please refer to the list of important dates as noted in the Academic Schedule in the Keyano College credit calendar

More specific details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes students' learning experience. Second, attending class is a good way to keep informed of matters relating to the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course.

It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and / or notes that may be due.

Academic Misconduct

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person's work as one's own
- The use of unauthorized aids in assignments or examinations (cheating)
- Collusion or the unauthorized collaboration with others in preparing work
- The deliberate misrepresentation of qualifications
- The willful distortion of results or data
- Substitution in an examination by another person
- Handing in the same unchanged work as submitted for another assignment
- Breach of confidentiality.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

In order to ensure your understanding of the concept of plagiarism, you must successfully complete the online tutorial found on ilearn.keyano.ca. Then print the certificate, sign it, and show it to each of your instructors. Your course work will not be graded until you show this signed certificate.

Specialized Supports

Counselling and Disability Services

Counselling Services provides a wide range of specialized counselling services to prospective and registered students, including personal, career and academic counselling.

SKILL Centre

The SKILL Centre is a learning space in the Clearwater Campus at Keyano College where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff.

The SKILL Centre, through a variety of delivery methods, provides assistance in skill development to Keyano students. Assistance is provided by instructors, staff and student tutors. Individuals wishing to improve their mathematics, writing, grammar, study, or other skills, can take advantage of this unique service.

Authorization

This course outline has been reviewed and approved by the Program Chair.

Pam Wenaus, Instructor

Business Chair

Date Authorized

Guy Harmer, Dean

Date Authorized

Signed copies to be delivered to:

Instructor

Registrar's Office