OA 118A/B Keyboarding I
2 Credits, 16 weeks, 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
Madeleine Leger
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Office Hours
Monday 10:00 a.m. to 10:50 a.m.
Tuesday 11:00 a.m. to 11:50 a.m.
Wednesday 10:00 a.m. to 10:50 a.m.
Thursday 1:00 p.m. to 1:50 p.m.
Friday 11:00 a.m. to 11:50 a.m.

Lecture/Lab Hours Group A
Monday 9:00 a.m. to 9:50 a.m. Lab S207
Wednesday 4:00 p.m. to 4:50 p.m. Lab S107
Thursday 11:00 a.m. to 11:50 a.m. Lab S207
Friday 10:00 a.m. to 10:50 a.m. Lab S207

Lecture/Lab Hours Group B
Tuesday 10:00 a.m. to 10:50 a.m. Lab S207
Wednesday 2:00 p.m. to 2:50 p.m. Lab S105
Thursday 12:00 p.m. to 12:50 p.m. Lab S207
Friday 3:00 p.m. to 3:50 p.m. Lab S107

Required Resources

Binder, paper, large folding clip.

Course Outcomes

After mastering the course outcomes the student will be able to:

1. The student will develop excellent keyboarding skills on letters of the alphabet plus several punctuation marks.
2. The student will develop excellent keyboarding skills with consistent use of proper keyboarding techniques.

3. The student will be able to operate effectively the alphabetic and non-alphabetic keys by the touch system.

4. The student will touch type at a minimum speed of 30 correct words a minute on five different five-minute timings with 5 errors or less with and without the use of correction methods.

5. Each timing is worth a maximum of 20% of the final grade for a total of 100% for 5 timings.

6. The percentage equivalents to the Correct Words A Minute speed calculations are represented in the table below:

<table>
<thead>
<tr>
<th>Out of 20%</th>
<th>Approximate Grade %</th>
<th>Out of 20%</th>
<th>Approximate Grade %</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 CWAM – 12.00%</td>
<td>60%</td>
<td>38 CWAM – 16.20%</td>
<td>81%</td>
</tr>
<tr>
<td>31 CWAM = 12.60%</td>
<td>63%</td>
<td>39 CWAM = 16.80%</td>
<td>84%</td>
</tr>
<tr>
<td>32 CWAM = 13.00%</td>
<td>65%</td>
<td>40 CWAM = 17.40%</td>
<td>87%</td>
</tr>
<tr>
<td>33 CWAM = 13.60%</td>
<td>68%</td>
<td>41 CWAM = 17.80%</td>
<td>89%</td>
</tr>
<tr>
<td>34 CWAM = 14.20%</td>
<td>71%</td>
<td>42 CWAM = 18.40%</td>
<td>92%</td>
</tr>
<tr>
<td>35 CWAM = 14.60%</td>
<td>73%</td>
<td>43 CWAM = 19.00%</td>
<td>95%</td>
</tr>
<tr>
<td>36 CWAM = 15.20%</td>
<td>76%</td>
<td>44 CWAM = 19.40%</td>
<td>97%</td>
</tr>
<tr>
<td>37 CWAM = 15.80%</td>
<td>79%</td>
<td>45 CWAM = 20.00%</td>
<td>100%</td>
</tr>
</tbody>
</table>

A student’s five best timings will be compared to the above table in order to calculate the Timings portion of the course evaluation.

A student must submit 5 timings in order to pass the course.

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

OFFICE ADMINISTRATION GRADING SYSTEM

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

Performance Requirements

Students have the opportunity to build keyboarding skills by successfully working through the lessons provided in the textbook. Your instructor will provide the student with continuous technique evaluations and additional practice exercises.
Teaching and Learning Methodologies
In order to successfully complete this course, students will be expected to complete a regular practice schedule outside of lecture and lab times to develop keyboarding technique, accuracy, and speed to meet the minimum requirements of the course.

Proposed Schedule
Please refer to the course calendar in Moodle for the scheduled practice sessions and timing evaluations.

Please Note:
This course outline may be modified to facilitate unforeseen time constraints.
Date and time allotted to each topic is subject to change.

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

_____________________________________________________
Madeleine Leger, Instructor

_____________________________________________________
Gina Langager, Chairperson Date Authorized

_____________________________________________________
Guy Harmer, Dean Date Authorized

Signed copies to be delivered to:
Instructor
Registrar’s Office