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

Gayle Neil
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Office Hours

Monday	10:00 AM -12:00 PM
Wednesday	10:00 AM -12:00 PM
Friday	10:00 AM -11:00 PM

Please make an appointment in advance if the office hours do not fit your schedule.

Lecture/Lab Hours Group A / Lecture/Lab Hours Group B

Lecture/Lab Hours Group A			Lecture/Lab Hours Group B		
Monday	1:00 PM – 1:50 PM	S107	Monday	2:00 PM – 2:50 PM	S107
Wednesday	1:00 PM – 1:50 PM	S107	Wednesday	2:00 PM – 2:50 PM	282
Thursday	12:00 PM – 12:50 PM	282	Thursday	10:00 AM – 10:50 AM	267
Friday	1:00 PM – 1:50 PM	267	Friday	8:00 AM - 8:50 AM	S107

Required Resources

College Keyboarding Canadian 18th Edition, Lessons 1-25 plus Keyboarding Pro Deluxe Pro. Version 2 software; VanHuss, Forde, Woo, Hefferin, Hill, Nelson Education.Bundle ISBN 0176514694.

The Keyboarding Pro Deluxe Pro. Version 2 software will enable you to practice your keyboarding at home.

Binder, paper, large folding clip, pen/pencil

Course Outcomes

The students will:

1. Identify and demonstrate touch typing techniques including workstation ergonomics and healthy work habits.
2. 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**.
3. Recognize and practice good time management and organizational skills to complete required tasks and keep records on a continuous basis.

Course Evaluation

1. The student will complete weekly lessons in order to learn the skill of touch typing and to demonstrate a required speed and accuracy.
2. 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.
3. The student is successful when they achieve a minimum speed of **30 correct words a minute** with **5 errors or less**.
4. It is the student's responsibility to maintain this minimum standard by practicing during and outside of scheduled class time.
5. Once a student successfully achieves the weekly Timed Writings with the required speed/accuracy, they can then complete a Timed Assessment.
6. The student must complete 5 Timed Assessments successfully.
7. 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		CWPM	%	/20
50	100	20		39	78	15.6
49	98	19.6		38	76	15.2
48	96	19.2		37	74	14.8
47	94	18.8		36	72	14.4
46	92	18.4		35	70	14
45	90	18		34	68	13.6
44	88	17.6		33	66	13.2
43	86	17.2		32	64	12.8
42	84	16.8		31	62	12.4
41	82	16.4		30	60	12
40	80	16				

Grading Scheme

	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 Overview

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

OFFICE ADMINISTRATION GRADING SYSTEM

Descriptor	Alpha Grade	4.0 Scale	Percent
	A+	4.0	> 98.9
Excellent	A	4.0	95 – 98.9
	A-	3.7	90 – 94.9
	B+	3.3	85 – 89.9
Good	B	3.0	80 – 84.9
	B-	2.7	75 – 79.9
	C+	2.3	70 – 74.9
Satisfactory	C	2.0	65 – 69.9
Progression	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

Performance Requirements

1. **Student Attendance (page 35 of the online Credit Calendar)**
   Class attendance is useful for two reasons. First, it maximizes a 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, students are responsible for their 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.

   Attendance will be taken daily in each class. Students are expected to notify their instructor if they are unable to attend class. Attendance will make up 5% of your grade.

2. **Academic Misconduct (page 34 of the online Credit Calendar)**
   By virtue of membership in the College's academic community, students accept a responsibility to understand and abide by the Academic Regulations stated in the Keyano College course calendar. 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

   If you use specialized information or someone else's ideas, you must provide correct documentation. Failure to do this is plagiarism. Plagiarism is literary theft of intellectual property and is a serious offence. Anyone discovered handing in plagiarized material will be given a grade of zero for the assignment. Further plagiarism offenses may lead to dismissal from the course. While students are encouraged to collaborate, this does not entail others can complete your course work. Unauthorized collaboration on independent assignments is collusion, and this also constitutes an academic offence that will result in a grade of zero. Further incidents of collusion may result in dismissal from the course.

   Students must "refrain from unduly disturbing, disrupting or otherwise interfering" (Keyano College Course Calendar) with the work or other activities of fellow students or staff.

   Penalties for academic offences may range from a verbal reprimand to dismissal from the College, and in certain circumstances may involve legal action.

3. **Accommodation for Students with Disabilities**
   The College will provide reasonable accommodation to students with disabilities in order to promote academic success. If you require accommodation, contact Disability Services: Learner Assistance Program at (780) 791-8934 (Room 167) to initiate the process for documenting, assessing, and implementing your individual accommodation needs.

   If you have been diagnosed with a Learning Disability in the past, or you feel that you would benefit from some assistance from a Disabilities Counselor, please call (780) 791-8934 to book an appointment. In order to provide effective service, students are advised to address learner assistance issues **at the beginning of the semester**. Services and accommodations are intended to assist students in the course, while maintaining the academic standards of Keyano College. The Learner Assistance Program can be of assistance to you in disclosing your disability to your instructor, receiving accommodations, and your overall success at Keyano College.
   It is the responsibility of the student to provide your instructor with any letter of accommodation a minimum of one week before the accommodation is needed. It is also the responsibility of the student to book any required work space when needed. Contact the SKILL Centre at (780) 792-5620 or skill.centre@keyano.ca. In addition, tutoring services are available at the SKILL Centre (Room 119).

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. Please pay careful attention to the information on Academic Misconduct (page 34 of the online Credit Calendar) 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**. echnology issues **are not** considered valid grounds for late assignments.

Assessments

All assessment dates will be posted on Moodle when available 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 prior to class if they are unable to attend for any reason.

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.

Teaching and Learning Methodologies

A wide variety of teaching and learning methodologies are used to appeal to a broad range of learning styles such as Visual, Auditory, Read/Write, Kinesthetic/Tactile, and Multimodal learners. Lectures, PowerPoints, videos, research and writing projects, team activities, student presentations, social media explorations, career fairs, and field trips may all be used in the class.
Notes and other material covered in the course will be posted on Moodle, an online learning website. Students are responsible for ensuring they are able to login and access documents. Students who are not able to access Moodle must inform the instructor immediately. Moodle will be kept up-to-date with all course specific content and information. In addition, an approved course outline and schedule will be posted. It is the student's responsibility to check Moodle for updates in order to stay current with course requirements.

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 (even on breaks). 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.

Important Dates to Remember

Sept 1	College Closed (Labour Day)
Sept 2	Orientation Day
Sept 3	Fall Semester Begins
Sept 9	Last day to add courses for academic programs; Fall semester fees due
Sept 10	Fall late fee applied ($100)
Sept 16	Last day to drop courses for academic programs ($100 deposit is non-refundable)
Sept 16	Last day to waive SAKC Health and Dental plan or add family
Sept 26	Deadline to Apply for Cooperative Education
Sept 30	Fall Awards application deadline
Oct 10	Last day to withdraw with a 50% refund (Grade of W)
Oct 13	College Closed (Thanksgiving Day)
Oct 29	Last day to withdraw from Cooperative Education
Nov 11	No Classes (Remembrance Day)
Nov 25	Fall Awards Celebration
Nov 26	Last day to withdraw with a 0% refund (Grade of W)
Dec 5	Last day of classes for academics
Dec 8-17	Final Exam period for academics
Dec 19	Final Grades submitted for fall semester
Dec 25-31	College Closed (Christmas Break)
Jan 1	College Closed (New Year's Day)
Jan 5	Winter Semester begins for academic programs

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

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Gayle Neil, Instructor

Gina Langager, Chair   Date Authorized

Guy Harmer, Dean   Date Authorized

Signed copies to be delivered to:
Instructor, Registrar's Office