

OA 119A Keyboarding II

2 Credits, 16 weeks, 3 hour lecture

Students will use an individualized diagnostic/prescriptive methodology as a means toward maintaining accuracy and increasing keyboarding speed. Keyboarding software will be used to enhance learning in the areas of technique perfection in keystroking, keyboard reinforcement, and measuring progress.

Prerequisite: OA 118

Instructor

Gayle Neil
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Office Hours

Monday	1:00 PM	to	2:30 PM
Tuesday	12:00 PM	to	1:30 PM
Wednesday	1:30 PM	to	2:30 PM
Thursday	11:30 PM	to	12:30 PM

Lecture/Lab Hours Group A

Wednesday	3:00-3:50 pm	105
Thursday	2:00-2:50 pm	105
Friday	10:00-10:50 am	267

Lecture/Lab Hours Group B

Monday	4:00 - 4:50	267
Tuesday	12:00 - 12:50	267
Thursday	10:00 -10:50	267

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.

Course Outcomes

1. With consistent use of proper keyboarding techniques and consistent practice the student will further develop excellent keyboarding skills.
2. The student will be able to prepare an individualized corrective practice scheme and follow through on corrective practice.
3. The student will touch type (10-finger keyboarding) at a minimum speed of 40 correct words a minute on five-minute timings with 3 errors or less. A minimum of five of these timings are required to pass the course and must be administered by your instructor.
4. Each timing is worth a maximum of 20% of the final grade for a total of 100% for 5 timings.

At the beginning of the course students will have the option to complete a Challenge Exam. To be successful a student must obtain a mark of 80% with maximum 3 errors.

Keyboarding II

Each timing is worth a maximum of 20% toward the final grade. The percentage equivalents for the Correct-Words-A-Minute calculations are presented in the table below:

Out of 20%	Approximate Grade %
40 CWAM – 12.0%	60%
41 CWAM = 12.4%	62%
42 CWAM = 12.8%	64%
43 CWAM = 13.2%	66%
44 CWAM = 13.6%	68%
45 CWAM = 14.0%	70%
46 CWAM = 14.4%	72%
47 CWAM = 14.8%	74%
48 CWAM – 15.2%	76%
49 CWAM = 15.6%	78%

Out of 20%	Approximate Grade %
50 CWAM = 16.0%	80%
51 CWAM = 16.4%	82%
52 CWAM = 16.8%	84%
53 CWAM = 17.2%	86%
54 CWAM = 17.6%	88%
55 CWAM = 18.0%	90%
56 CWAM = 18.4%	92%
57 CWAM = 18.8%	94%
58 CWAM = 19.2%	96%
59 CWAM = 19.6%	98%
60 CWAM = 20.00%	100%

Demerits:	
Demerit marks will be subtracted from the mark out of 20 for errors exceeding 3.	
4-5 Errors	1 mark
6-7 Errors	2 marks
8-9 Errors	3 marks
10+ Errors	Redo

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%).

Proposed Schedule

Please refer to the course calendar in iLearn for the scheduled practice sessions and timing evaluations.

Week 1- Course Overview/ Review/Challenge Exam	Week 8 – Lesson 20
Week 2- Lesson 14	Week 9 – Lesson 21 - Timed Test 4
Week 3- Lesson 15 – Time Test 1	Week 10 – Lesson 22
Week 4- Lesson 16	Week 11 – Lesson 23 - Timed Test 5
Week 5 - Lesson 17– Timed Test 2	Week 12 – Lesson 24
Week 6 – Lesson 18	Week 13 – Make-up
Week 7 – Lesson 19 – Timed Test 3	Week 14

Please Note:

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

Keyboarding II**OFFICE ADMINISTRATION 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	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

Performance Requirements

Students have the opportunity to build keyboarding skills by successfully working through the lessons provided in the textbook.

Teaching and Learning Methodologies

In order to successfully complete this course, students will be expected to complete a regular practice schedule outside of scheduled lectures to develop keyboarding technique, accuracy, and speed to meet the minimum requirements of the course.

Student Preparation

Attendance 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 (pages 33-34 of the Credit 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
- 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

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

Keyboarding II**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 the Learner Assistance Program (LAP) Office at 780-792-5608 to initiate the process for documenting, assessing and implementing your individual accommodation needs. In addition, tutoring services are available at the SKILL Centre (Room 119)

Important Dates to Remember

Final = TBA

Dec. 25-31	College Closed (Christmas Break)
Jan. 1	College Closed (New Year's Day)
Jan. 6	Winter Semester begins for academic programs
Jan. 10	Friday Last day to add for academic programs/Winter semester fees due
Jan. 13	Winter late fee applied
Jan. 17	Last day to drop for academic programs/Last day to withdraw from full year courses without academic penalty
Jan. 31	Last day to withdraw with a 50% refund
Feb. 17	College closed (Family Day)
Feb. 24 – Feb. 28	Reading Week, No classes for academic programs
March 7	Last day to withdraw without academic penalty
April 17	Last day of classes for Certificate
April 18	Good Friday
April 21	Easter Monday
April 22-30	Final Exams for Certificate
May 10	Convocation

Keyboarding II**Authorization**

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

Madeleine Leger, Instructor

Gina Langager, Chair

Date Authorized

Guy Harmer, Dean

Date Authorized

Signed copies to be delivered to:

Instructor

Registrar's Office