

OA 119 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 1:00pm-3:00pm
Tuesday 2:00pm-3:00pm
Thursday 1:00pm-3:00pm

Hours of Instruction

Section A	Section B
Tuesday 1:00pm-1:50pm S105	Tuesday 9:00am-9:50am 267
Wednesday 8:00am-8:50am S107	Wednesday 2:00pm-2:50pm 267
Friday 10:00am-10:50am S105	Thursday 8:00am-8:50am S105

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.

Binder, paper, USB device, stapler, pen, pencils, highlighter.

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 minimum mark of 80% with maximum 3 errors on 5 timed assessments.

Evaluation

OA119 Keyboarding 2- Marking rubric						
CWPM	%	/20		CWPM	%	/20
60	100	20		49	78	15.6
59	98	19.6		48	76	15.2
58	96	19.2		47	74	14.8
57	94	18.8		46	72	14.4
56	92	18.4		45	70	14
55	90	18		44	68	13.6
54	88	17.6		43	66	13.2
53	86	17.2		42	64	12.8
52	84	16.8		41	62	12.4
51	82	16.4		40	60	12
50	80	16				

The minimum standard for passing this course is a grade of 60%.

OFFICE ADMINISTRATION GRADING SYSTEM:

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

Proposed Schedule of Topics

Please refer to the course schedule in iLearn for the scheduled topics, assignment due dates and the dates of quizzes.

This course outline may be modified at the instructor's discretion to facilitate unforeseen constraints and/or student progress.

Week 1 Jan. 5-9	- Course Overview - Practice	Week 8 March 2-6	- Lesson 20
Week 2 Jan. 12-16	- Exemption/Benchmark Assessment - Lesson 14	Week 9 March 9-13	- Lesson 21
Week 3 Jan. 19-23	- Lesson 15	Week 10 March 16-20	- Lesson 22
Week 4 Jan. 26-30	- Lesson 16	Week 11 March 23-27	- Lesson 23
Week 5 Feb. 2-6	- Lesson 17	Week 12 March 30-April 3 April 3 Holiday	- Lesson 24
Week 6 Feb. 9-13	- Lesson 18	Week 13 April 6-10 April 6 Holiday	- Review
Week 7 Feb. 16-20 Feb. 16 Holiday	- Lesson 19	Week 14 April 13-17	- Final Assessment
Feb. 23-27	Reading Week		

Please Note:

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

Performance Requirements**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

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

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.

Gayle Neil, Instructor

Gina Langager, Chair

Date Authorized

Guy Harmer, Dean

Date Authorized

Signed copies to be delivered to:

Instructor

Registrar's Office