

OA 119A/B 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

Madeleine Leger

S111D

(780) 791-8974

Madeleine.Leger@Keyano.ca

Office Hours

Monday 10:00 a.m. to 10:50 p.m.
Tuesday..... 11:00 a.m. to 11:50 a.m.
Tuesday..... 3:00 p.m. to 3:50 p.m.
Wednesday..... 11:00 a.m. to 11:50 a.m.
Friday 9:00 a.m. to 9:50 a.m.

Lecture/Lab Hours Group A

Tuesday..... 2:00 p.m. to 2:50 p.m. Lab S207
Wednesday..... 10:00 a.m. to 10:50 a.m. Lab S105
Friday 8:00 a.m. to 8:50 a.m. Lab S207

Lecture/Lab Hours Group B

Monday 4:00 p.m. to 4:50 p.m. Lab S207
Tuesday..... 4:00 p.m. to 4:50 p.m. Lab S207
Thursday..... 3:00 p.m. to 3:50 p.m. Lab S207

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.

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Evaluation

1. The student will touch type (10-finger keyboarding) at a minimum speed of 40 correct words a minute on five-minute timings with five errors or less. A minimum of five of these timings are required to pass the course and must be administered by your instructor.
2. Each timing is worth a maximum of 20% of the final grade for a total of 100% for five timings.
3. The percentage equivalents for the Correct-Words-A-Minute calculations are presented in the table below:

Out of 20%	Approximate Grade %		Out of 20%	Approximate Grade %
40 CWAM = 12.0%	60%		50 CWAM = 16.0%	80%
41 CWAM = 12.4%	62%		51 CWAM = 16.4%	82%
42 CWAM = 12.8%	64%		52 CWAM = 16.8%	84%
43 CWAM = 13.2%	66%		53 CWAM = 17.2%	86%
44 CWAM = 13.6%	68%		54 CWAM = 17.6%	88%
45 CWAM = 14.0%	70%		55 CWAM = 18.0%	90%
46 CWAM = 14.4%	72%		56 CWAM = 18.4%	92%
47 CWAM = 14.8%	74%		57 CWAM = 18.8%	94%
48 CWAM = 15.2%	76%		58 CWAM = 19.2%	96%
49 CWAM = 15.6%	78%		59 CWAM = 19.6%	98%
			60 CWAM = 20.00%	100%

A student's five best timings will be compared to the above table in order to calculate the final grade for the course.

A student must submit five different timings from the selection provided in order to pass the course.

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

OFFICE ADMINISTRATION GRADING SYSTEM:

Descriptor	Alpha Grade	4.0 Scale	OA %	Alpha Grade	Grade Descriptions
Excellent	A+	4.0	99 – 100	A	Outstanding performance, indicating superior understanding of subject matter and concepts.
	A	4.0	95 – 98		
	A-	3.7	90 – 94		
Good	B+	3.3	85 – 89	B	Very good to good performance, indicating thorough understanding of subject matter and concepts.
	B	3.0	80 – 84		
	B-	2.7	75 – 79		
Satisfactory	C+	2.3	70 – 74	C	Demonstrates an acceptable understanding of subject matter and concepts.
	C	2.0	65 – 69		
Minimum Pass	C-	1.7	60 – 64		
	D+	1.3	55 – 59	D	Unacceptable level of understanding of subject matter and concepts.
	D	1.0	50 – 54		
	F	0.0	0 – 49		

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Performance Requirements

Students have the opportunity to build keyboarding skills by successfully working through the lessons provided in the textbook and software. Skill development feedback will be provided through diagnostic testing and timings.

Academic Misconduct - It is the student's responsibility to familiarize and follow the Academic Misconduct policy as outlined in the Keyano College Calendar that states, "Students are considered to be responsible adults and should adhere to principles of intellectual integrity." The calendar identifies forms of intellectual dishonesty to include plagiarism, the use of unauthorized aids in assignments or exams, and the unauthorized collaboration with others in preparing work. College policy for penalties for intellectual dishonesty "may range from a verbal reprimand to dismissal from the College [...]". Please refer to pages 36 -40 of the Keyano College Calendar for more details.

Teaching and Learning Methodologies

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

Proposed Schedule

Please refer to the Course Schedule in Moodle for the most current schedule.

WEEK	DATE	TOPIC
Week 1	January 7 - January 13	Outline Create Homework Folder Skill Assessment - Timings Keyboarding Pro Deluxe Lesson 1 (pages 3-5) Lesson 1R - Review (page 6)
Week 2	January 14 - January 20 Thursday, January 17 Student Success Day	Keyboarding Pro Deluxe Lesson 2 - E and N (pages 7-8) Lesson 3 - Review (pages 9-10) Diagnostic Test 1 Accuracy/Speed Corrective Practice Skill Assessment - Timings
Week 3	January 21 - January 27	Keyboarding Pro Deluxe Lesson 4 - Left Shift, H, T, Period (pages 11-12) Lesson 5 - R, Right Shift, C, O (pages 13-14) Diagnostic Test 2 Accuracy/Speed Corrective Practice Skill Assessment - Timings
Week 4	January 28 - February 3	Keyboarding Pro Deluxe Lesson 6 - W, Comma, B, P (pages 15-16) Lesson 7 - Review (pages 17-18) Diagnostic Test 3 Accuracy/Speed Corrective Practice Skill Assessment - Timings
Week 5	February 4 - February 10	Keyboarding Pro Deluxe Lesson 8 - G, Question Mark, X, U (pages 19-20) Lesson 9 - Q, M, V, Apostrophe (pages 21-22) Diagnostic Test 4 Accuracy/Speed Corrective Practice Skill Assessment - Timings
Week 6	February 11 - February 17	Keyboarding Pro Deluxe Lesson 9 - Q, M, V, Apostrophe (pages 21-22) Lesson 10 - Lesson 10 - Z, Y, Quotation Mark, Tab (pages 23-24) Diagnostic Test 5

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WEEK	DATE	TOPIC
		Accuracy/Speed Corrective Practice Skill Assessment - Timings
Week 7	February 18 - February 24 Monday, February 18 College Closed (Family Day)	Keyboarding Pro Deluxe Lesson 11 - Review (pages 25-26) Lesson 12 - Review (pages 27-28) Lesson 13 - Review (pages 29-30) Diagnostic Test 6 Accuracy/Speed Corrective Practice Skill Assessment - Timings
Week 8	February 25 - March 3 Reading Week	READING WEEK
Week 9	March 4 - March 10	Diagnostic Test 7 Accuracy/Speed Corrective Practice Skill Assessment - Timings
Week 10	March 11 - March 17	Diagnostic Test 8 Accuracy/Speed Corrective Practice Skill Assessment - Timings
Week 11	March 18 - March 24	Accuracy/Speed Corrective Practice Skill Assessment - Timings
Week 12	March 25 - March 31 Friday, March 29 College Closed (Easter Friday)	Accuracy/Speed Corrective Practice Skill Assessment - Timings
Week 13	April 1 - April 7 Monday, April 1 College Closed (Easter Monday)	Accuracy/Speed Corrective Practice Skill Assessment - Timings
Week 14	April 8 - April 14	Accuracy/Speed Corrective Practice Skill Assessment - Timings
Week 15	April 15 - April 19 Friday April 19 Last day of classes	Accuracy/Speed Corrective Practice Skill Assessment - Timings
FINALS	April 22 - April 30	Final Exams

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

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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