

OA 119 Keyboarding II*2 Credits, 3 hours 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

Pam Wenaus

S111E

Phone number: 780-791-8956

pam.wenaus@keyano.ca**Office Hours**

Monday	12:00 p.m. – 1:50 p.m.
Tuesday	12:00 p.m. – 12:50 p.m.
Wednesday	12:00 p.m. – 12:50 p.m.
Thursday	12:00 p.m. – 12:50 p.m.

Hours of Instruction

Tuesday	9:00 a.m. – 9:50 a.m.	Room CC282
Wednesday	9:00 a.m. – 9:50 a.m.	Room CC282
Thursday	9:00 a.m. – 9:50 a.m.	Room CC282

Required Resources

College Keyboarding Canadian 19th Edition, Lessons 1-25; VanHuss, Forde, Woo, Robertson, Kochhar, Rivers, Hill. ISBN 9780176531966.

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 5 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 Timed Assessment is worth 20 marks. The percentage equivalents to the **Correct Words Per Minute** speed calculations are represented in the table below.

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 5 errors or less on 5 timed assessments.

Course Evaluation

OA119 Keyboarding II					
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			

Grading System

	Marks	Percent
Assessment 1	/20	16%
Assessment 2	/20	16%
Assessment 3	/20	16%
Assessment 4	/20	16%
Assessment 5	/20	16%
Technique/In-class participation	/50	20%
		100%

The minimum standard for progression is C- (60%); a minimum pass is D (50%).

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

Proposed Schedule of Topics

OA 119 – Keyboarding II	
Week 1, Jan 8 – 12	Intro to course; Course Outline; Lessons 14 and 15
Week 2, Jan 15 – 19	Lessons 16 and 17
Week 3, Jan 22 – 26	Lessons 18 and 18R
Week 4, Jan 29 – Feb 2	Lessons 19 and 20
Week 5, Feb 5 – 9	Lessons 21 and 22
Week 6, Feb 12 – 16	Lessons 23 and 24
Week 7, Feb 19 – 23	Reading Week – No Classes
Week 8, Feb 26 – Mar 2	Lessons 24R and 25
Week 9, Mar 5 – 9	Skill Building 1
Week 10, Mar 12 – 16	Skill Building 2
Week 11, Mar 19 – 23	Skill Building 3
Week 12, Mar 26 – 30	Skill Building 4
Week 13, Apr 2 – 6	Skill Building 5
Week 14, Apr 9 – 13	Final Timings

Please Note:

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

Performance Requirements**Student Responsibilities**

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.

More specific details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes a student's 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
- Breach of confidentiality.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

In order to ensure your understanding of the concept of plagiarism, you must successfully complete the online tutorial found on ilearn.keyano.ca. Then print the certificate, sign it, and show it to each of your instructors. Your course work will not be graded until you show this signed certificate.

Specialized Supports**Counselling and Accessibility 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.