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

Amani Edwards
S111E
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Office Hours

Monday to Friday   12:00 p.m. - 12:50 p.m.

Hours of Instruction

Monday	9:00 a.m. – 9:50 a.m.	Room S107
Tuesday	9:00 a.m. – 9:50 a.m.	Room S107
Wednesday	9:00 a.m. – 9:50 a.m.	Room S107

Required Resources

College Keyboarding Canadian 20th Edition, Lessons 1-25; VanHuss, Forde, Woo, Robertson. Nelson Publishing - ISBN 97813371032251.

Note: This is included in the custom textbook *OA Certificate Technical Courses*, and is available in the Keyano Bookstore.

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 touch type **60 CWPM with 5 errors or less** on five 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%

A minimum grade of C- is required to obtain credit for this course.

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
	D+	1.3	55 – 59.9
	D	1.0	50 – 54.9
	F	0.0	< 50

Required Skills & Abilities

Enrolment in the Office Administration program and courses, requires the following skills and abilities:

Behavioural
· Ability to work independently or as a member of a group or team
· Engage with self and others to create a safe environment.
· Respond appropriately in situations that are stressful or that involve conflict
· Ability to listen and follow instructions
· Ability to manage time and meet deadlines

Cognitive
· Remember and recall information over a brief period of time.
· Remember and recall information over an extended period of time.

Environmental Ability to function in the presence of each of the following commonly encountered and unavoidable environmental factors:
· distractions
· noise
· unpredictable behaviour of others

Psychomotor
· perform repetitive movements and tasks
· perform complex sequences of hand-eye coordination

Technical
· Ability to use a desktop/laptop computer
· Ability to navigate the college's online Learning Management System (Moodle) and other publisher-specific LMS.

Proposed Schedule of Topics

OA 119 – Keyboarding II	
Week 1, Jan 6 – 10	Intro to course; Course Outline; Pre-Assessment, Quick Review – Alpha Keys 26 - 50, Quick Review – Alpha Keys 26 – 50, Lessons 14
Week 2, Jan 13 – 17	Lessons 15 and 16 , Timed Writing 16g, Skill Building Lesson A
Week 3, Jan 20 – 24	Lessons 17, 18, and 18R, Timed Writing 17f, 18f, 18Rc, Sill Building Lesson B
Week 4, Jan 27 – Jan 31	Lessons 19 and 20, Timed Writing 20f, Skill Building Lesson C
Week 5, Feb 3 – 7	Lessons 21 and 22, Timed Writing 20f and 21f, Skill Building Lesson D
Week 6, Feb 10 – 14	Lessons 23 and 24, Timed Writings 23f and 24d, Skill Building Lesson E
Week 7, Feb 17 – 21	Reading Week – No Classes
Week 8, Feb 24 – 28	Lessons 24R and 25, Timed Writings 24Rc, 24Rd, 25d, 25e, 25f, Skill Building Lesson F
Week 9, Mar 2 – 6	Quick Review – Numeric Keys, Enter Key, Space Bar Skill Building - Timed Assessment 1A and 1B

Week 10, Mar 9 – 13	Quick Review-Shift Key, Caps Lock, Tab Key, Skill Building –Timed Assessment 2A and 2B, Assessment 1
Week 11, Mar 16 – 20	Drill Practice – Concentration 21-41, Fingers Drill, Skill Building 3, Assessment 2
Week 12, Mar 23 – 27	Skill Building 4, Rows Drill, Assessment 3
Week 13, Mar 30 – Apr 3	Skill Building 5, Opposite Hand Drills, Assessment 4
Week 14, Apr 6 – 10	Assessment 5, Make-up Assessments

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

The Student Academic Support Services (SASS) department: Accessibility Services, Skill Centre and Wellness Services, work together to support student success at Keyano College.

Accessibility Services (CC167) supports student success through group and individualized instruction of learning, study and test taking strategies, and adaptive technologies. Students with documented disabilities, or who suspect a disability, can meet with the Learning Strategists to discuss accommodation of the learning barriers that they may be experiencing. Students who have accessed accommodations in the past are encouraged to visit our office at their earliest opportunity to discuss the availability of accommodations in their current courses. Individual appointments can be made by calling 780-791-8934

Skill Centre (CC119) provides a learning space where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff. Students visiting the centre have access to one-to-one or group tutoring, facilitated study groups, and assistance in academic writing. The Skill Centre's Peer Tutor program provides paid employment opportunities for students who have demonstrated academic success and want to share what they have learned. Tutoring is available free to any students registered at Keyano College on a drop in basis, from 9:00 am to 5:00 pm Monday through Friday. Additional evening hours are subject to tutor availability and are posted in the Skill Centre.

Wellness Services (CC260) offers a caring, inclusive, and respectful environment where students can access free group and individual support to meet academic and life challenges. Mental Health Coordinators offer a safe and confidential environment to seek help with personal concerns. The Mindfulness Room in CC260 is available as a quiet space for students to relax during regular office hours. Wellness Service welcomes students to participate in any of the group sessions offered throughout the academic year addressing such topics as Mindfulness and Test Anxiety. Individual appointments can be made by calling 780-791-8934.

Please watch your Keyano email for workshop announcements from our Student Academic Support Services team.