

**OA 118A Keyboarding I**

*2 Credits, 4 hours per week*

Students will master touch keyboarding including alphabetic and non-alphabetic parts of the keyboard. Keyboarding software is used to provide an individual diagnostic/prescriptive methodology as a means toward developing accuracy and increasing speed. Students will be required to spend time outside of class for practice.

**Instructor**

Instructor: Amani Edwards  
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**Office Hours**

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

**Hours of Instruction**

Monday 9:00 a.m. – 9:50 a.m. (S107)  
Tuesday 9:00 a.m. – 9:50 a.m. (S107)  
Wednesday 9:00 a.m. – 9:50 a.m. (S107)  
Thursday 9:00 a.m. – 9:50 a.m. (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.

Binder, paper, large folding clip, pen/pencil, earbuds/headphones

**Course Outcomes**

Upon successful completion of this course, the student shall be able to:

1. Identify and demonstrate touch typing techniques including workstation ergonomics and healthy work habits.
2. Develop excellent keyboarding skills on alphabetic keys plus several punctuation marks to achieve a minimum of **30 corrected-words-per-minute with 5 or less errors**.
3. Recognize and practice good time management and organizational skills to complete required tasks and keep records on a continuous basis

**Evaluation**

1. The student will complete weekly lessons in order to learn the skill of touch typing and to demonstrate a required speed and accuracy.
2. When the student has successfully demonstrated their competency in the weekly lessons they will complete a Timed Writing as outlined on the course activity list.
3. The student is successful when they achieve a minimum speed of **30 correct words a minute with 5 errors or less**.
4. It is the student’s responsibility to maintain this minimum standard by practicing during and outside of scheduled class time.
5. Once a student successfully achieves the weekly Timed Writings with the required speed/accuracy, they can then complete a Timed Assessment.
6. The student must complete 5 Timed Assessments successfully.
7. Each Timed Assessment is worth 20 marks. The percentage equivalents to the **Correct Words Per Minute** speed calculations are represented in the table below.

**OA118 Keyboarding 1- Marking rubric**

CWPM	%	/20	CWPM	%	/20
50	100	20	39	78	15.6
49	98	19.6	38	76	15.2
48	96	19.2	37	74	14.8
47	94	18.8	36	72	14.4
46	92	18.4	35	70	14
45	90	18	34	68	13.6
44	88	17.6	33	66	13.2
43	86	17.2	32	64	12.8
42	84	16.8	31	62	12.4
41	82	16.4	30	60	12
40	80	16			

	Marks	Percent	
Assessment 1	/20	16%	
Assessment 2	/20	16%	
Assessment 3	/20	16%	
Assessment 4	/20	16%	
Assessment 5	/20	16%	
Technique	/25	15%	
In-class Participation	/50	5%	
		100	

**Course Exemption**

Within the second/third week of class students will be given the opportunity to perform an Exemption Assessment. If a student can successfully touch type **50 CWPM with 5 or less errors** on five timed assessments they will not be required to attend the remainder of the course.

## Grading System

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

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 <b>Progression</b>	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

Refer to *Tentative Weekly Schedule* for details

### **Please Note:**

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

## 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.

**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 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
- 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](http://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, Wellness Services and Student Life Department 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 8:30 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.

**Student Life Department (CC210)** is a place for students to go when they don't know who else can answer their questions. The staff will help students navigate barriers to success and if they don't know the answer, they will find it out. Student success is directly affected by how connected a student feels to their college. The student life department is there to help students get connected.

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