This class will be combined with the LEGL135 class; choose one of the Tuesday/Friday combinations below:

<table>
<thead>
<tr>
<th>CLASS TIMES</th>
<th>Tuesday</th>
<th>1:30 – 2:50</th>
<th>RM. 405</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Friday</td>
<td>10:30 – 11:50</td>
<td>RM. 405</td>
</tr>
</tbody>
</table>

|             | Tuesday | 11:00 – 12:20 | RM. 405 |
|             | Friday  | 9:00 – 10:20  | RM. 405 |

**OFFICE HOURS:**
Will be posted in Blackboard

**CREDIT HOURS:**
3

**COURSE DESCRIPTION:**
For those with little or no previous keyboarding skills. Learn to touch key the entire keyboard with no key watching. Emphasis is on building skills through proper technique.

**PREREQUISITES**
This course has no prerequisites.

**PRIOR LEARNING:**
Prior Learning recognition is available for students with keyboarding skills; PLAR testing will be available to students during the first two classes.
COURSE TOPICS AND LEARNING OUTCOMES:

STRAIGHT COPY TIMINGS:
Objectives:
✓ analyze and solve keyboard-related tasks by following oral and written instructions.
✓ develop skill in proofreading typewritten copy.
✓ produce three three-minute timed writings, using three different pieces of text, with a minimum speed of 40 nwam (maximum of three errors allowed)

To achieve these objectives, you must:
  a. Complete timing assessments during the seminars, proofread and hand in to your instructor for recording.
    i. NOTE: drills and timings will not be rescheduled.
    ii. NOTE: if previously undetected errors are found, or if errors exceed the acceptable limit of three, the timing is not recordable.
  b. Practice three-minute timings during lab time.
  c. Formally submit your three best timings by April 9, 2014 to your instructor or a Tutor at the Information Desk at DSB or the Library Information Desk at Main Campus.

  NOTE: Failure to formally submit timings will result in a grade of “F” for the course.

Exemptions: Prior Learning Assessment and Recognition

KEYBOARDING PRO DRILLS:
Objectives:
✓ Develop behaviours that relate to good office ergonomics including correct posture, hand position, and keystroking techniques.
✓ Complete Lessons 1 – 20, 25 and Skill Builder Lessons A – T in the Keyboarding Pro Keyboarding Program
✓ Improve accuracy (max. 3 errors allowed per three-minute timing)
✓ Increase speed (min. 40 nwam)

To achieve these objectives, you must:
  a. Sign on to the Keyboarding Pro Keyboarding Program
  b. Review the material provided in the Program regarding ergonomics
  c. Follow the step-by-step Lessons (most lessons contain some sort of timing quiz that will calculate net words and errors; any quizzes that have more than three errors must be redone. Check with your instructor for clarification if needed)
  d. Once a week, submit to your instructor the required Lesson Summary for the 3-4 Lessons due that week (the attached Schedule of Lessons shows when lessons will be done in class; see the calendar in Blackboard for Lesson due dates)

Exemptions: Prior Learning Assessment and Recognition

SEMINAR ATTENDANCE:
Objectives:
✓ demonstrate business-like attitudes and behaviours through regular attendance at instructional and practice seminars as well as prompt, accurate completion of drills and assignments.

To achieve these objectives, you must:
  a. Attend all Instructional and Practice Seminars
  b. Hand in all required materials when due

  If you are unable to attend a Seminar, you must contact your Instructor prior to the Seminar day/time.
Exemptions: Prior Learning Assessment and Recognition

LEARNING ACTIVITIES:

Classes will consist of students working through a series of keyboarding lessons as well as completing timings in class; material is to be handed in weekly.

REQUIRED TEXTBOOKS AND MATERIALS:

✓ CD to accompany the above text ONLY if you are going to be completing some of the material at home and will not be downloading the VDI software to your home computer
✓ LEGL 100 Course Guide (posted on Blackboard)
✓ Some form of portable storage (e.g. Memory Stick)

EVALUATION & GRADING:

Grading is based on a letter system ranging from an A for Excellent Performance to an F for a Failure. Refer to the calendar for a complete breakdown.

This course is graded on three separate components:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Copy Timings</td>
<td>51%</td>
</tr>
<tr>
<td>Keyboarding Pro Drills</td>
<td>29%</td>
</tr>
<tr>
<td>Seminar and Lab Attendance</td>
<td>20%</td>
</tr>
</tbody>
</table>

SPEED AND ACCURACY GRADING

<table>
<thead>
<tr>
<th>Nwam</th>
<th>Mark Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>50+</td>
<td>50/50</td>
</tr>
<tr>
<td>49</td>
<td>47/50</td>
</tr>
<tr>
<td>48</td>
<td>44/50</td>
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<td>47</td>
<td>41/50</td>
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<td>46</td>
<td>38/50</td>
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<td>41</td>
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<td>40</td>
<td>25/50</td>
</tr>
<tr>
<td>Below 40</td>
<td>0/50</td>
</tr>
</tbody>
</table>

DUE DATES

All due dates are posted in Blackboard.

FEEDBACK

Feedback is provided to the student throughout the semester. Students should make an appointment with the instructor to discuss their progress and concerns if they are not achieving at least 60% on each project submitted.

ACADEMIC MISCONDUCT

Each student must do their own assignment. If two students knowingly hand in identical assignments or portions of identical assignments, each student will get a 0 on the assignment and will lose up to one letter grade on the final grade for the course (example, final grade reduced
from B+ to a C+) and other instructors will be advised and a written report of the incident will be forwarded to the Registrar’s office, to be placed in the student’s file.

Please become familiar with what constitutes academic misconduct, as well as the consequences. Plagiarism involves submitting work in a course as if it were the student’s own work. Plagiarism may involve the act of submitting work in which some or all of the phrasing, ideas, or line of reasoning are alleged to be the submitter’s own but in fact were created by someone else. The complete RDC policy is available at:


CHANGES TO THE COURSE OUTLINE

Changes to the course outline will be made with the consent of the course instructor and students. Changes will be reviewed by the Department Chairperson for consistency with College policies.

IMPORTANT DATES:

January 13, 2014    Last day to add/drop courses
January 21, 2014    Professionalism Day – 8:30-4:30
February 17, 2014   Family Day – College Closed
February 18-21, 2014 Mid-term Break – Classes Cancelled
March 4, 2014       Emergency Response Day
March 19, 2014      Last day to withdraw and receive a WD
April 9, 2014       Last day of classes
April 9, 2014       LAST DAY TO HAND IN LESSONS AND TOP THREE TIMINGS

CLASSROOM:

Working spaces at the Donald School of Business Learning Commons and study areas on the 3rd and 4th floors are available Mondays to Fridays, 8:30-4:30. Evenings and weekends, students may opt to do their work in the Library on Main Campus (see below for access times) and/or at home.

LIBRARY HOURS:

- Monday through Thursday 7:45 a.m. to 9:00 p.m.
- Friday 7:45 a.m. to 5:00 p.m.
- Saturday 9:00 a.m. to 5:00 p.m.
- Sunday 12:00 p.m. to 8:00 p.m.

FOR YOUR INFORMATION:

☑ If you choose to work at home and have problems, you may call the Library Information Desk at 342-3152 or e-mail your questions to rdclibrary@gmail.com and/or ask us to call you (please give times we could call). Some problems cannot be resolved over the phone since troubleshooting may require viewing the screen.

Classroom Learning Resources may be available to students in alternative formats.

Students should be aware that Personal Counselling, Career, Learning and Disability Services are provided by RDC. Inquire about locations at Information Desk. It is the student’s responsibility to discuss their specific learning needs with the appropriate service provider.

It is the student’s responsibility to be familiar with the information contained in the Course Outline and to clarify any areas of concern with the instructor.
Students should refer to the Student Dispute, Appeal and Misconduct Processes Policy and Standard Practice should questions or concerns about the Course Outline not be resolved directly with the instructor.

Chairperson:

Date: December 16, 2013