



Department of Business and Office Administration

COURSE OUTLINE – FALL 2015

OA 1231 A2 Skill Building I 1.5 (0-0-3)

Monday, Wednesday, Friday 9 – 9:50 Room TBA

Instructor Sharron Barr

Office A313B or C203

Office Hours M-F: TBA or by appointment
Contact me anytime as the numbers or email provided. Text me on my cell anytime.

Phone (780) 539-2979
(780)897-6676 (cell)

Email sbarr@gprc.ab.ca

Class M/W/F: 8:30 – 9:20
Rm. A313

Prerequisite(s)/corequisite(s):

None

Required Text/Resource Materials:

New Keys (in house course pack)

Calendar Description:

This course focuses on the development of keyboarding speed and accuracy through proven individualized skill building drills.

Credit/Contact Hours:

1.5 credits/ 45 contact hours

Delivery Mode(s):

Directed drill instruction and participation.

This section is designed for those students who have self-identified as beginning keyboarders or have been assessed beginning keyboarders. Students will participate as a class in directed keyboard drills to learn to touch type and to build skill.

Learning Objective:

The student will be able to key by touch at a minimum of 25 net words per minute on five-minute copy timed writings.

Course Objective:

This course will use proven individualized drills to develop employable levels of keyboarding speed and accuracy.

Grading Criteria:

Timed tests are worth 50% and touch typing technique assessment is worth 50%. Net Words per Minute will be determined by five minute timings. A combination of timings throughout the semester and the final timings will be used to determine the overall grade. Net Words will be calculated using the following format:

Gross Words per Minute minus 2 for each error = Net Words per Minute.

All drill work must be completed in order to attain a grade in this course. Only those timed writing completed using prescribed touch typing techniques will be accepted for grading. ALL TIMED WRITING MUST BE COMPLETED IN CLASS and are completed as a class. Final Grades will be based on your top 5 minute timed writing. Grades will be assigned on the Letter Grading System.

Evaluation:

Office Administrative Department

Grading Conversion Chart

Alpha Grade	4-point Equivalent	Net Words Per Minute	Designation
A ⁺	4	>=35	EXCELLENT
A	4	34	
A ⁻	3.7	33	FIRST CLASS STANDING
B ⁺	3.3	32	
B	3	31	GOOD
B ⁻	2.7	30	
C ⁺	2.3	29	SATISFACTORY

C	2	28	MINIMAL PASS
C ⁻	1.7	27	
D ⁺	1.3	26	
D	1	25	
F	0	<25	FAIL

Course Schedule/Timeline:

Class time will include warm-up drills, structured 1, 3, and 5 minutes timed writing and assigned drill work including structured drills. Drill work will be assigned weekly and extra individualized drill work will be assigned based upon speed and accuracy needs as indicated by timed writings.

Skill Building Drill Sheet and Schedule

(ALL DRILL WORK MUST BE COMPLETE IN ORDER TO RECEIVE CREDIT IN THIS COURSE)

DRILL	DUE DATE	CREDIT <input checked="" type="checkbox"/>
HOME ROW	WEEK 1 - Day 1	
REVIEW HOME ROW	WEEK 1 - Day 2	
HOME ROW H AND G	WEEK 1 - Day 2	
REVIEW G AND H	WEEK 2 - Day 3	
UPPER ROW	WEEK 1 - Day 3	
REVIEW UPPER ROW	WEEK 2 - Day 1	
LOWER ROW	WEEK 2 - Day 1	
REVIEW LOWER ROW	WEEK 2 - Day 2	
WHOLE ALPHABET	WEEK 2 - Day 3	
Now let's reinforce our alphabetic key reaches	All weekly drill work is due Friday at 6 p.m.	
Alphabetic Reaches reinforcement drills. Please follow instructions as given in your drill book, <i>NEW KEYS Keyboarding for Beginners</i> ,		
LESSON 1	WEEK 3	
F AND J		
D AND K		
S AND L		
A AND ;		
WORD BUILDING		
PHRASES		
1 MINUTE TW (do in Key Champ)		

DRILL		DUE DATE	CREDIT <input checked="" type="checkbox"/>
LESSON 2		WEEK 3	
	H KEY		
	E KEY		
	O KEY		
	R KEY		
	WORD PATTERNS		
LESSON 3		WEEK 3	
	M KEY		
	T KEY		
	P KEY		
	C KEY		
	SHORT PHRASES		
LESSON 4		WEEK 3	
	RIGHT SHIFT		
	V KEY		
	KEY		
	W KEY		
	BUILD SKILL SENTENCES		
	COUNTING ERRORS		
LESSON 5			
	WORD PATTERNS	WEEK 3	
	PHRASES		
	BUILD SKILL SENTENCES		
	SENTENCES		
LESSON 6		WEEK 3	
	I KEY		
	LEFT SHIFT KEY		
	HYPHEN KEY		
	G KEY		
	SPACE BAR		
	HYPHEN KEY		
LESSON 7		WEEK 3	
	U KEY		
	B KEY		
	: KEY		
	COLON KEY		
	WORD PRACTICE		
LESSON 8		WEEK 3	
	Y KEY		
	, KEY		
	Q KEY		
	/ KEY		

DRILL	DUE DATE	CREDIT <input checked="" type="checkbox"/>
PHRASES		
SHIFT KEY		
FINAL LESSON	WEEK 3	
N KEY		
Z KEY		
? KEY		
TAB		
PRACTICE TAB		
QUESTION MARK		
PHRASES		
HYPHEN PRACTICE		
PUNCTUATION		
Reinforcement Drills <i>NEW KEYS, Keyboarding for Beginners</i> Please key each line 3 times each consecutively. Save your drills as named here and PRINT or DROP your drill work.		
5 – 1 MINUTE PROGRESSIVE TIMED WRITINGS See 1 minute progressive timed writing. Key these timings in Key Champ's Open Screen. Set each timed writing for 1 minute. SEE 1 MINUTE PROGRESSIVE TIMED WRITINGS FOR INSTRUCTION AND TIMINGS.	WEEK 3	
ALPHABETIC SENTENCES KEYBOARD DRILLS Please key each line 3 times each consecutively.	WEEK 4	
ALPHA DRILL Please key each line 3 times each consecutively.	WEEK 4	
5 – 1 MINUTE PROGRESSIVE TIMED WRITINGS See 1 minute progressive timed writing. Key these timings in Key Champ's Open Screen. Set each timed writing for 1 minute. SEE 1 MINUTE PROGRESSIVE TIMED WRITINGS FOR INSTRUCTION AND TIMINGS.	WEEK 4	
INDIVIDUAL REACHES A – L Please key each line 3 times each consecutively.	WEEK 5	
5 – 1 MINUTE PROGRESSIVE TIMED WRITINGS See 1 minute progressive timed writing. Key these timings in Key Champ's Open Screen. Set each timed writing for 1 minute. SEE 1 MINUTE PROGRESSIVE TIMED WRITINGS FOR INSTRUCTION AND TIMINGS.	WEEK 5	
INDIVIDUAL REACHES M – Z and TROUBLESOME PAIRS Please key each line 3 times each consecutively.	WEEK 6	
5 – 1 MINUTE PROGRESSIVE TIMED WRITINGS See 1 minute progressive timed writing. Key these timings in Key Champ's Open Screen. Set each timed writing for 1 minute. SEE 1 MINUTE PROGRESSIVE TIMED WRITINGS FOR INSTRUCTION AND TIMINGS.	WEEK 6	
2 – 3 MINUTE TIMED WRITINGS Key these timings in Key Champ's Timed Writing Screen. Set each timed	WEEK 6	

DRILL	DUE DATE	CREDIT <input checked="" type="checkbox"/>																																																																						
writing for 3 minutes. SEE TIMED WRITINGS FOLDER FOR INSTRUCTION AND TIMINGS.																																																																								
INDIVIDUAL LETTERS PRACTICE Please key each line and each paragraph 1 time	WEEK 7																																																																							
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2 – 3 MINUTE TIMED WRITINGS Key these timings in Key Champ's Timed Writing Screen. Set each timed writing for 2 minutes. SEE TIMED WRITINGS FOLDER FOR INSTRUCTION AND TIMINGS.	WEEK 7																																																																							
THE TEN-KEY PAD I recommend you key these drills in Excel and where you see a space you hit the ENTER key on the TEN-KEY PAD. I use my little finger or fourth finger on my right hand to hit the ENTER key. This will create columns of numbers. Drill rows will become columns as below.																																																																								
<table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> </tr> </thead> <tbody> <tr> <td>1</td> <td colspan="4">LESSON 1 THE 4, 5, AND 6 KEYS</td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>456</td> <td>465</td> <td>4454</td> <td>546654</td> </tr> <tr> <td>4</td> <td>456</td> <td>565</td> <td>4566</td> <td>544664</td> </tr> <tr> <td>5</td> <td>456</td> <td>665</td> <td>6546</td> <td>654466</td> </tr> <tr> <td>6</td> <td>456</td> <td>444</td> <td>5656</td> <td>545646</td> </tr> <tr> <td>7</td> <td>456</td> <td>564</td> <td>4566</td> <td>545564</td> </tr> <tr> <td>8</td> <td>456</td> <td>654</td> <td>5446</td> <td>4556</td> </tr> <tr> <td>9</td> <td>456</td> <td>454</td> <td>4646</td> <td></td> </tr> <tr> <td>10</td> <td>456</td> <td>566</td> <td>6464</td> <td></td> </tr> <tr> <td>11</td> <td>456</td> <td>444</td> <td></td> <td></td> </tr> <tr> <td>12</td> <td>456</td> <td>654</td> <td></td> <td></td> </tr> <tr> <td>13</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		A	B	C	D	1	LESSON 1 THE 4, 5, AND 6 KEYS				2					3	456	465	4454	546654	4	456	565	4566	544664	5	456	665	6546	654466	6	456	444	5656	545646	7	456	564	4566	545564	8	456	654	5446	4556	9	456	454	4646		10	456	566	6464		11	456	444			12	456	654			13						
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TEN-KEY PAD LESSON 1 - 4, 5, 6	WEEK 8																																																																							
TEN-KEY PAD LESSON 2 – THE TOP ROW; 7, 8, AND 9	WEEK 8																																																																							
TEN-KEY PAD LESSON 3 – THE BOTTOM ROW 1, 2, AND 3	WEEK 8																																																																							
TEN-KEY PAD LESSON 4 – THE 0 AND. KEYS	WEEK 8																																																																							
TEN-KEY PAD LESSON 5 – MATHEMATICAL KEYS You will have to enter these in rows. You can still stay in Excel and it will look like this:	WEEK 8																																																																							

DRILL	DUE DATE	CREDIT <input checked="" type="checkbox"/>																																																	
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<p data-bbox="94 1803 596 1835">5 – 1 MINUTE PROGRESSIVE TIMED WRITINGS</p> <p data-bbox="94 1845 992 1950">See 1 minute progressive timed writing. Key these timings in Key Champ's Open Screen. Set each timed writing for 1 minute. SEE 1 MINUTE PROGRESSIVE</p>	WEEK 10																																																		

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TIMED WRITINGS FOR INSTRUCTION AND TIMINGS.		
2 – 5 MINUTE TIMED WRITINGS Key these timings in Key Champ's Timed Writing Screen. Set each timed writing for 5 minutes. SEE TIMED WRITINGS FOLDER FOR INSTRUCTION AND TIMINGS.	WEEK 10	
ACCURACY STUDY 7	WEEK 11	
ACCURACY STUDY 8	WEEK 11	
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ACCURACY STUDY 9	WEEK 12	
ACCURACY STUDY 10	WEEK 12	
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2 – 5 MINUTE TIMED WRITINGS Key these timings in Key Champ's Timed Writing Screen. Set each timed writing for 5 minutes. SEE TIMED WRITINGS FOLDER FOR INSTRUCTION AND TIMINGS.	WEEK 12	
ACCURACY STUDY 11	WEEK 13	
ACCURACY STUDY 12	WEEK 13	
ACCURACY STUDY 13	WEEK 13	
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ACCURACY STUDY 14	WEEK 14	
ACCURACY STUDY 15	WEEK 14	
ACCURACY STUDY 16	WEEK 14	
2 – 5 MINUTE TIMED WRITINGS Key these timings in Key Champ's Timed Writing Screen. Set each timed writing for 5 minutes. SEE TIMED WRITINGS FOLDER FOR INSTRUCTION AND TIMINGS.	WEEK 14	
ACCURACY STUDY 17	WEEK 15	
ACCURACY STUDY 18	WEEK 15	
ACCURACY STUDY 19	WEEK 15	

DRILL	DUE DATE	CREDIT <input checked="" type="checkbox"/>
ACCURACY STUDY 20	WEEK 15	
<p data-bbox="94 275 431 302">2 – 5 MINUTE TIMED WRITINGS</p> <p data-bbox="94 317 927 422">Key these timings in Key Champ's Timed Writing Screen. Set each timed writing for 5 minutes. SEE TIMED WRITINGS FOLDER FOR INSTRUCTION AND TIMINGS.</p>	WEEK 15	

<p><i>FINAL EXAM WEEK</i></p> <p><i>Please use this final week to submit final timed writing</i></p>		
<p>2 – 5 MINUTE TIMED WRITINGS</p> <p>Key these timings in Key Champ's Timed Writing Screen. Set each timed writing for 5 minutes. SEE TIMED WRITINGS FOLDER FOR INSTRUCTION AND TIMINGS.</p>	<p>FINAL WEEK</p>	

X

Instructor

This signature verifies that all drill work and timed writings have been completed.
 Thank you for all your hard work! "Beeee – YOU - tiful!"



STUDENT RESPONSIBILITIES:

Refer to

https://www.gprc.ab.ca/files/forms_documents/StudentRightsandResponsibilities.pdf

**Note: all Academic and Administrative policies are available at

<https://www.gprc.ab.ca/about/administration/policies/>

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the College Policy on Student Misconduct: Plagiarism and Cheating at

https://www.gprc.ab.ca/files/forms_documents/Student_Misconduct.pdf

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