



Department of Business and Office Administration

COURSE OUTLINE – FALL 2017

OA 1231 A2/B2/EC Skill Building I 1.5 (1.5-0-1.5) 45 hours

Instructor Sharron Barr

Office A313B or C203

Office Hours VIRTUAL OFFICE HOURS ON MOODLE
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ON CAMPUS DELIVERY

Class &
ON LINE DELIVERY

Calendar Description:

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

Prerequisite(s)/corequisite(s):

None

Required Text/Resource Materials:

VanHuss, Forde, Woo, Robertson *College Keyboarding L1-25*,
Nelson 20th Edition: ISBN: 9781337213551 (includes 12 month
SAM access)

Delivery Mode(s):

Lecture, demonstration, participation and lab.

Course Objectives:

This course teaches touch keyboarding technique on the all alphabetic, numeric and 10 key numeric keypad. This course then uses proven keyboarding practice techniques to build keyboarding skill.



Learning Outcomes:

- You will be able to key by touch at a minimum of 30 net words per minute on five-minute copy timed writings.
- You will be able to key by touch at a minimum of 80 strokes per minute a timed numeric key pad assignment.
- You will demonstrate perfect touch keyboarding technique.

Grading Criteria:

Five minute timed tests are worth 50%.

Touch typing technique assessment is worth 50%.

Assigned drill work and the 10 key numeric keypad are completed for a pass/fail grade.

Graded Item	Grading Rubric	Weight
Assigned Drill Work	You will submit your assigned drill work on a weekly basis (see schedule) and will be graded Credit for Complete or No Credit for Incomplete All drill work must be completed in order to attain a grade in this course.	All work must be complete to be given a grade in the course. You will be assessed a COMPLETE for full CREDIT in this portion of the course.
Progressive 1 minute timed writings	You will complete weekly 1 minute progressive timed writings.	Complete for Credit
10 Numeric Key Pad Timed Assignment	You will complete timed assignments using the numeric keypad Key Pad Technique Evaluation 5 = Perfect 4 = Usually 3 = Now and Then	PASS / FAIL CREDIT / NO CREDIT

Graded Item	Grading Rubric	Weight
	2 = Rarely 1 = Never ✓ Fingers are curved (5 4 3 2 1) ✓ Feet flat on the floor (5 4 3 2 1) ✓ Fingers rest on home row (5 4 3 2 1) ✓ Eyes on copy (5 4 3 2 1) ✓ Correct posture (5 4 3 2 1) ✓ Correct finger used to key (5 4 3 2 1) REQUIRES 28/30 POINTS TO PASS REQUIRES 80 STROKES PER MINUTE TO PASS	
Keyboard Technique Evaluation	Keyboarding Technique Evaluation 5 = Perfect 4 = Usually 3 = Now and Then 2 = Rarely 1 = Never ✓ Fingers are curved (5 4 3 2 1) ✓ Feet flat on the floor (5 4 3 2 1) ✓ Fingers rest on home row (5 4 3 2 1) ✓ Eyes on copy (5 4 3 2 1) ✓ Correct posture 5 4 3 2 1 ✓ Correct finger used to key (5 4 3 2 1) PASS TOTAL POINTS 28/30 REQUIRED STROKES PER MINUTE = 80	50%
Five Minute Timed Writings	Average of top five 5 minute timed writing Minimum 30 net words per minute average required (see evaluation chart below)	50%

Evaluation:

FIVE MINUTED TIMED WRITINGS GRADING CONVERSION CHART – 5 MINUTE TIMED WRITINGS

Net Words per Minute will be determined by five minute timings. An average of the top ten 5 minute timed writing 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.

Alpha Grade	4-point Equivalent	Net Words Per Minute	Designation
A+	4	≥ 40	EXCELLENT
A	4	39	
A–	3.7	38	FIRST CLASS STANDING
B+	3.3	37	
B	3	36	GOOD
B–	2.7	35	
C+	2.3	34	SATISFACTORY
C	2	33	
C–	1.7	32	
D+	1.3	31	MINIMAL PASS
D	1	30	
F	0	< 30	FAIL

OA1231 SKILL BUILDING I Course Schedule/Timeline:

Your weekly schedule will start with learning new reaches. The schedule then includes structured 5 minutes timed writing and assigned drill work including structured drills. Drill work will be assigned weekly and extra individualized drill work may be assigned based upon speed and accuracy needs as indicated by timed writings.

OA1231 SKILL BUILDING I Course Schedule/Timeline:

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ALPHABETIC KEYBOARD REACHES *NEW KEYS VIDEO* WEEKS 1 AND 2 SCHEDULE

Play and participate in each of the *NEW KEYS VIDEO* then reinforce your reaches by completing the assigned practice.

Week	Teaching/Learning/Evaluation Content
WEEK 1 - Day 1	HOME ROW <i>NEW KEYS VIDEO</i>
WEEK 1 – Day 2	REVIEW HOME ROW <i>NEW KEYS VIDEO</i> AGAIN DO HOME ROW REINFORCEMENT PRACTICE
WEEK 1 - Day 2	HOME ROW AND H AND G <i>NEW KEYS VIDEO</i>
WEEK 1 – Day 3	REVIEW HOME ROW AND G AND H <i>NEW KEYS VIDEO</i> AGAIN DO G AND H AND HOME REINFORCEMENT PRACTICE
WEEK 1 - Day 3	UPPER ROW <i>NEW KEYS VIDEO</i>
WEEK 2 – Day 1	REVIEW UPPER ROW <i>NEW KEYS VIDEO</i> AGAIN


Week	Teaching/Learning/Evaluation Content
	DO UPPER ROW REINFORCEMENT PRACTICE
WEEK 2 – Day 1	LOWER ROW NEW KEYS VIDEO
WEEK 2 – Day 2	REVIEW LOWER ROW NEW KEYS VIDEO AGAIN DO LOWER ROW REINFORCEMENT PRACTICE
WEEK 2 – Day 3	DO WHOLE ALPHABET REINFORCEMENT PRACTICE



College Keyboarding 19Ce TEXT – WEEKS 3 – 15 SCHEDULE


Complete the Keyboarding Course using **KEYBOARDING IN SKILLS ASSESSMENT MANAGER (SAM) ON-LINE SOFTWARE Lessons 1–25** in your text and **KEYBOARDING IN SKILLS ASSESSMENT MANAGER (SAM) ONLINE SOFTWARE Accuracy and Speed Lessons A – Z**.



You will finish your course by taking 5 minute timed writings during weeks 14 and 15 and FINAL EXAM WEEK.



Week	Lessons	Teaching/Learning/Evaluation Content
	Keyboarding Assessment and Reinforcement Drills	
3	1–4	Level 1: Lessons 1–25 Module 1: Alphabetic Keys (Lessons 1–13) 1 Home Row, Space Bar, Enter, I; Review 1R Review 2 E and N 3 Review 4 Left Shift, H, T, Period
4	5–8	4R Review 5 R, Right Shift, C, O 5R Review 6 W, Comma, B, P 7 Review 8 G, Question Mark, X, U

Week	Lessons	Teaching/Learning/Evaluation Content
5	9–13	8R Review 9 Q, M, V, Apostrophe 9R Review 10 Z, Y, Quotation Mark, Tab 11 Review 12 Review 13 Review
6	14–17	Module 2: Figure and Symbol Keys (Lessons 14–25) 14 1 and 8 15 5 and 0 16 2 and 7 17 4 and 9
6 <i>continued</i>	Skills Assessment Manager (SAM) On Line Software	TIMED WRITING 1 2 minutes 2 attempts (more if like) CLICK  button at the bottom of the timed writing after each timing to get your report.
6 <i>continued</i>	SKILLS ASSESSMENT MANAGER (SAM) On Line Software	Accuracy Emphasis Assessment 1 Lessons A, B, C, D, E
7	18–21	18 3 and 6 18R Review 19 \$ and - (hyphen), Number Expression 20 # and / 21 % and !
7 <i>continued</i>	SKILLS ASSESSMENT MANAGER (SAM)	Accuracy Emphasis Assessment 2

Week	Lessons	Teaching/Learning/Evaluation Content
	On Line Software	Lessons F, G, H, I, J
	SKILLS ASSESSMENT MANAGER (SAM) On Line Software	Numeric Keypad (5 lessons) KPDO Skill Building Module
<i>7 continued</i>	Skills Assessment Manager (SAM) On Line Software	<p>TIMED WRITING 2</p> <p>2 minutes 2 attempts (more if you like)</p> <p>CLICK</p>  <p>button at the bottom of the timed writing after each timing to get your report.</p> <p>Numeric Key Pad Timed Assignment 1</p>
8	22–25	<p>22 (and) and Backspace Key 23 & and : (colon), Proofreaders' Marks 24 Other Symbols 24R Review 25 Assessment</p>
<i>8 continued</i>	SKILLS ASSESSMENT MANAGER (SAM) On Line Software	Accuracy Emphasis Assessment 3 Lessons K, L, M, N, O
<i>8 continued</i>	Skills Assessment Manager (SAM) On Line Software	<p>TIMED WRITING 3</p> <p>2 minutes 2 attempts (more if you like)</p> <p>CLICK</p>  <p>button at the bottom of the timed writing after each timing to get your report</p> <p>Numeric Key Pad Timed Assignment 2</p>

Week	Lessons	Teaching/Learning/Evaluation Content
9	KPDO Skill Building	Accuracy Emphasis Assessment 4 Lessons P, Q, R, S, T Assessment 5
<i>9 continued</i>	Skills Assessment Manager (SAM) On Line Software	<p>TIMED WRITING 4</p> <p>2 minutes 2 attempts (more if you like)</p> <p>CLICK</p>  <p>button at the bottom of the timed writing after each timing to get your report</p> <p>Numeric Key Pad Timed Assignment 3</p>
10	Level 2 Word Processing Communication Activities	<p>Word Processing Drills 1–4 and Communication Drills 1–5</p> <p>Word Processing Drills 5–6 and Communication Drills 6–10</p> <p>Word Processing Drills 7–8 and Communication Drills 11–15</p> <p>Word Processing Drills 9–10 and Communication Drills 16–20</p> <p>Communication Drills 21–24</p>
10 continued	SKILLS ASSESSMENT MANAGER (SAM) On Line Software	Speed Emphasis Assessment 1 Lessons A, B, C, D, E

Week	Lessons	Teaching/Learning/Evaluation Content
10 <i>continued</i>	Skills Assessment Manager (SAM) On Line Software	<p>TIMED WRITING 5</p> <p>2 minutes 2 attempts (more if you like)</p> <p>CLICK</p>  <p>button at the bottom of the timed writing after each timing to get your report</p> <p>Numeric Key Pad Timed Assignment 3</p>
11	Level 2 Web-based Computing Prepare for Your Future	<p>Web-Based Computing 1: Internet Activity, Drill 1 and Path to Workplace Success: Critical Thinking, Scenario 1 and 2 and Path to Workplace Success: Making a First Impression, Scenario 1 and 2 Web-Based Computing 2: Cloud Computing, Drill 2 and Path to Workplace Success: Accountability, Scenario 1 and 2 Web-Based Computing 3: Social Media, Drill 3 and Path to Workplace Success: Capstone Project Part I Path to Workplace Success: Capstone Project Parts II and III Path to Workplace Success: Capstone Project Parts IV and V</p>
		Modules 1–2 Assessment
11 <i>continued</i>	SKILLS ASSESSMENT MANAGER (SAM) On Line Software	Speed Emphasis Assessment 2 Lessons F, G, H, I, J
11 <i>continued</i>	Skills Assessment Manager (SAM) On Line Software	<p>TIMED WRITING 6</p> <p>3 minutes 2 attempts (more if you like)</p> <p>CLICK</p>  <p>button at the bottom of the timed writing after each timing to get your report</p>

Week	Lessons	Teaching/Learning/Evaluation Content
		Numeric Key Pad Timed Assignment 4
12	SKILLS ASSESSMENT MANAGER (SAM) On Line Software	Speed Emphasis Assessment 3 Lessons K, L, M, N, O
<i>12 continued</i>	Skills Assessment Manager (SAM) On Line Software	<p>TIMED WRITING 7</p> <p>3 minutes</p> <p>2 attempts (more if you like)</p> <p>CLICK</p>  <p>button at the bottom of the timed writing after each timing to get your report</p>
13	KPDO Skill Building	Accuracy Emphasis Assessment 4 Lessons P, Q, R, S, T Assessment 5
<i>13 continued</i>	Skills Assessment Manager (SAM) On Line Software	<p>TIMED WRITING 8</p> <p>5 minutes</p> <p>2 attempts (more if you like)</p> <p>CLICK</p>  <p>button at the bottom of the timed writing after each timing to get your report</p>

WEEKS 14, 15 AND FINAL EXAM WEEK		
Reserved for Final Timed Writings		
Students will complete two 5 minute KPDO Timed Writings as below		
2 attempts each timed writing (more if you like)		
Remember to click report to generate a record of your timed writing.		
Week	Lessons	Teaching/Learning/Evaluation Content
14	Skills Assessment Manager (SAM) On Line Software	TIMED WRITING 8 – Week 14 Class 1 TIMED WRITING 9 – Week 14 Class 2 TIMED WRITING 10 - Week 14 Class 3
15	Skills Assessment Manager (SAM) On Line Software	TIMED WRITING 11 – Week 15 Class 1 TIMED WRITING 12 – Week 15 Class 2 TIMED WRITING 13 - Week 15 Class 3
FINAL EXAM WEEK	Skills Assessment Manager (SAM) On Line Software	TIMED WRITING 14 And if required TIMED WRITING 15

NOTE:

Supplementary Skill Building Activities

SKILLS ASSESSMENT MANAGER (SAM) Online Skill Builders (20 lessons)

Skill Builder 1

Skill Builder 2

Skill Builder 3

Level 2

Numeric Keypad

Word Processing

Communication Skills

Web-Based Computing

Prepare for Your Future

Supplementary Communications Activities

Skills Assessment Manager (SAM) Online (KPDO)

Communications Skills



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Supplementary Skill Building Activities

SKILLS ASSESSMENT MANAGER (SAM) Skill Builders (20 lessons)

Skill Builder 1

Skill Builder 2

Skill Builder 3

Level 2

Numeric Keypad

Word Processing

Communication Skills

Web-Based Computing

Prepare for Your Future

Supplementary Communications Activities

Skills Assessment Manager (SAM) Online (KPDO)

Communications Skills



Thank you for all your hard work!

STUDENT RESPONSIBILITIES:

Refer to the Academic Policy Student Rights and Responsibilities:

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

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the College Policy on Student Misconduct:

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