



Department of Business and Office Administration

COURSE OUTLINE – WINTER 2016

OA 1232 A3 1.5 (0-0-3) 45 Hours - Skill Building II

Tuesday, Thursday, and Friday 9 – 9:50 a.m. A313

Instructor	Sharron Barr	Phone	(780) 539-2979 (office) (780) 897-6676 (cell) 780 -532-9236 (home)
Office	A313B or C203	Email	sbarr@gprc.ab.ca

Office Hours

TBA Contact me anytime for an appointment at the numbers and email provided.

Prerequisite(s)/corequisite(s):

OA1231 or permission of instructor

Required Text/Resource Materials:

New Keys In – house Course Pack

Keyboarding Drills for Beginners In – house Course Pac

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):

Structured and directed skill building lab

Learning Objective:

You will be able to key by touch at a minimum of 35 net words per minute on five-minute copy timed writings.

Grading Criteria:

Course Component	Weighting
Timed Writing Tests – 5 minute	50%
Timed Production Work	20%
Typing Technique	30%
Assigned Drill Work	Credit <input checked="" type="checkbox"/>

Timed tests are worth 50%, touch typing technique assessment is worth 30%, and the timed production assignments are worth 20% of your final grade.

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.

Only those timed writing completed using prescribed touch typing techniques will be accepted for grading. ALL TIMED WRITING MUST BE COMPLETED WHEN MADE AVAILABLE IN CLASS OR ON LINE. Final Grades will be based on your top 5 minute timed writing. Grades will be assigned on the Letter Grading System.

All drill work must be completed in order to attain a grade in this course.

Grading Conversion Chart

Alpha Grade	4-point Equivalent	Net Words Per Minute	Designation
A ⁺	4	≥45	EXCELLENT
A	4	44	
A ⁻	3.7	43	FIRST CLASS STANDING
B ⁺	3.3	42	
B	3	41	GOOD
B ⁻	2.7	40	
C ⁺	2.3	39	SATISFACTORY
C	2	38	
C ⁻	1.7	37	
D ⁺	1.3	36	MINIMAL PASS
D	1	35	
F	0	<35	FAIL

COURSE SCHEDULE AND TIMELINE:

SKILL BUILDING LEVEL II

for those students continuing from Section A or EC continued)

DRILL WORK GRADE SHEET AND SCHEDULE

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

ASSIGNED DRILL WORK	DUE DATE	CREDIT <input checked="" type="checkbox"/>
DRILL WORK -- <i>New Keys</i>		
ACCURACY STUDY 21	WEEK 1	
ACCURACY STUDY 22	WEEK 1	
ACCURACY STUDY 23	WEEK 1	
SPEED STUDY 1	WEEK 2	
SPEED STUDY 2	WEEK 2	
SPEED STUDY 3	WEEK 2	
SPEED STUDY 4	WEEK 3	
SPEED STUDY 5	WEEK 3	
SPEED STUDY 6	WEEK 3	
SPEED STUDY 7	WEEK 4	
SPEED STUDY 8	WEEK 4	
SPEED STUDY 9	WEEK 4	
Backwards Drills 1 time each line	WEEK 5	
CONCENTRATION LANGUAGES 1 time each paragraph	WEEK 6	
SPECIFIC REACHES:	WEEK 7	
DIRECT REACHES		
LONG REACHES		
AWKWARD REACHES		
SPECIFIC KIND OF KEYS	WEEK 8	
ADJACENT KEYS		
VERTICAL KEYS		
OPPOSITE-HAND KEYS		
SPECIFIC KINDS OF WORDS	WEEK 9	
SHORT WORDS		

Each Line 3 times

ASSIGNED DRILL WORK	DUE DATE	CREDIT <input checked="" type="checkbox"/>
ONE-HAND WORDS		
LONG WORDS		
MORE AREAS TO STRENGTHEN	WEEK 10	
WORD RECOGNITION		
DOUBLE LETTERS		
WEAK FINGERS		
CONTROLLED SEQUENCES		
LEFT AND RIGHT HAND	WEEK 11	
BOTH HANDS		
INITIAL SYLLABLES		
HIGH FREQUENCY THREE LETTER SEQUENCES		
SPEED SENTENCES		
MOST COMMONLY USED WORDS	WEEK 12	
PHRASES	WEEK 13	
CORRECTIVE DRILLS – each line 1 time	WEEK 14	

Each Line 3 times

TIMED PRODUCTION WORK You will be required to complete timed production work. These are business documents that will be expected to be completed in proper business format in the time allotted. If you are completing this course on-line just let me know when you are ready for a timed assignment I will make it ready for you. We will do one timed assignment each week. Times range from 10 to 50 minutes for these assignments so please prepare for that. UPON COMPLETION OR PRINT OR DROP THE DOCUMENT.		Graded / 10 each document or page of the Document -3 for each typo or formatting error
TIMED ASSIGNMENT I	WEEK 1	
TIMED ASSIGNMENT II	WEEK 2	
TIMED ASSIGNMENT III	WEEK 3	
TIMED ASSIGNMENT IV	WEEK 4	
TIMED ASSIGNMENT V	WEEK 5	
TIMED ASSIGNMENT VI	WEEK 6	
TIMED ASSIGNMENT VII	WEEK 7	
TIMED ASSIGNMENT VIII	WEEK 8	
TIMED ASSIGNMENT IX	WEEK 9	
TIMED ASSIGNMENT X	WEEK 10	
TIMED ASSIGNMENT XI	WEEK 11	
TIMED ASSIGNMENT XII	WEEK 12	
TIMED ASSIGNMENT XIII	WEEK 13	

KEY CHAMP SESSIONS <i>Keyboarding Drill for Beginners</i> Please complete ONE Key Champ Session each week and print or drop the Session Report. Any diagraphs keyed at a rate of less than 35 wpm required extra drill lines (see Key Champ Extra Lines Explained)		Credit <input checked="" type="checkbox"/>
Key Champ Session 1		
Key Champ Session 1 Extra Lines		
Key Champ Session 2		
Key Champ Session 2 Extra Lines		
Key Champ Session 3		
Key Champ Session 3 Extra Lines		
Key Champ Session 4		
Key Champ Session 4 Extra Lines		
Key Champ Session 5		
Key Champ Session 5 Extra Lines		
Key Champ Session 6		
Key Champ Session 6 Extra Lines		
Key Champ Session 7		
Key Champ Session 7 Extra Lines		
Key Champ Session 8		
Key Champ Session 8 Extra Lines		
Key Champ Session 9		
Key Champ Session 9 Extra Lines		
Key Champ Session 10		
Key Champ Session 10 Extra Lines		
Key Champ Session 11		
Key Champ Session 11 Extra Lines		
Key Champ Session 12		
Key Champ Session 12 Extra Lines		
Key Champ Session 13		
Key Champ Session 13 Extra Lines		
Key Champ Session 14		
Key Champ Session 14 Extra Lines		

Key Champ Session 15		
Key Champ Session 15 Extra Lines		
Key Champ Session		
Key Champ Session		
Key Champ Session		
EXTRA DRILL WORK AS MAY BE REQUIRED		
If you need extra help in any area, I will have an individualized drill for you!		

X

Instructor

SKILL BUILDING LEVEL II
 for those students continuing from OA1231 Section B
DRILL WORK GRADE SHEET AND SCHEDULE

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

ASSIGNED DRILL WORK	DUE DATE	CREDIT <input checked="" type="checkbox"/>
DRILL WORK -- <i>New Keys</i>		
ACCURACY STUDY 1	WEEK 1	
ACCURACY STUDY 2		
ACCURACY STUDY 3		
ACCURACY STUDY 4	WEEK 2	
ACCURACY STUDY 5		
ACCURACY STUDY 6		
ACCURACY STUDY 7	WEEK 3	
ACCURACY STUDY 8		
ACCURACY STUDY 9		
ACCURACY STUDY 10	WEEK 4	
ACCURACY STUDY 11		
ACCURACY STUDY 12		
ACCURACY STUDY 13	WEEK 5	
ACCURACY STUDY 14		
ACCURACY STUDY 15		
ACCURACY STUDY 16	WEEK 6	
ACCURACY STUDY 17		
ACCURACY STUDY 18		
ACCURACY STUDY 19	WEEK 7	
ACCURACY STUDY 20		
ACCURACY STUDY 21		
ACCURACY STUDY 22	WEEK 8	
ACCURACY STUDY 23		
SPEED STUDY 1		
SPEED STUDY 2		
SPEED STUDY 3		



Each Line 3 times

ASSIGNED DRILL WORK	DUE DATE	CREDIT <input checked="" type="checkbox"/>
SPEED STUDY 4	WEEK 9	
SPEED STUDY 5		
SPEED STUDY 6		
SPEED STUDY 7	WEEK 10	
SPEED STUDY 8		
SPEED STUDY 9		
Backwards Drills 1 time each line	WEEK 11	
CONCENTRATION LANGUAGES 1 time each paragraph	WEEK 12	
SPECIFIC REACHES:	WEEK 13	
DIRECT REACHES		Each Line 3 times
LONG REACHES		
AWKWARD REACHES		
SPECIFIC KIND OF KEYS	WEEK 13	
ADJACENT KEYS		
VERTICAL KEYS		
OPPOSITE-HAND KEYS		
SPECIFIC KINDS OF WORDS	WEEK 14	
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DOUBLE LETTERS		
WEAK FINGERS		

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Key Champ Session	WEEK 10	
Key Champ Session Extra Lines		
Key Champ Session	WEEK 12	
Key Champ Session Extra Lines		
Key Champ Session	WEEK 13	

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