



Department of Business and Office Administration

COURSE OUTLINE – FALL 2015

OA 2250 A2 Skill Building III 1.5 (0-0-2.5) 37.5 Hours

Monday, Wednesday, 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 employable keyboarding speed and accuracy.

Credit/Contact Hours:

1.5 credits/ 37.5 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 45 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:

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	>=55	EXCELLENT
A	4	54	
A-	3.7	53	FIRST CLASS STANDING
B+	3.3	52	

B	3	51	GOOD
B-	2.7	50	
C+	2.3	49	SATISFACTORY
C	2	48	
C-	1.7	47	
D+	1.3	46	MINIMAL PASS
D	1	45	
F	0	<45	FAIL

COURSE SCHEDULE AND TIMELINE:

SKILL BUILDING LEVEL III

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		
ONE-HAND WORDS		

Each Line 3 times

ASSIGNED DRILL WORK	DUE DATE	CREDIT <input checked="" type="checkbox"/>
LONG WORDS		
MORE AREAS TO STRENGTHEN	WEEK 10	
WORD RECOGNITION		
DOUBLE LETTERS		
WEAK FINGERS		
CONTROLLED SEQUENCES		WEEK 11
LEFT AND RIGHT HAND		
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 III	WEEK 2	
TIMED ASSIGNMENT IIII	WEEK 3	
TIMED ASSIGNMENT IV	WEEK 4	
TIMED ASSIGNMENT V	WEEK 5	
TIMED ASSIGNMENT VI	WEEK 6	
TIMED ASSIGNMENT VIII	WEEK 7	
TIMED ASSIGNMENT VIII	WEEK 8	
TIMED ASSIGNMENT IX	WEEK 9	
TIMED ASSIGNMENT X	WEEK 10	
TIMED ASSIGNMENT XI	WEEK 11	
TIMED ASSIGNMENT XIII	WEEK 12	
TIMED ASSIGNMENT XIII	WEEK 13	

ULTIMATE TYPING SESSIONS Please complete ONE		Credit <input checked="" type="checkbox"/>
ULTIMATE TYPING Session each week and print or drop the S		
ULTIMATE TYPING Session 1		
ULTIMATE TYPING Session 1 Extra Lines		
ULTIMATE TYPING Session 2		
ULTIMATE TYPING Session 2 Extra Lines		
ULTIMATE TYPING Session 3		
ULTIMATE TYPING Session 3 Extra Lines		
ULTIMATE TYPING Session 4		
ULTIMATE TYPING Session 4 Extra Lines		
ULTIMATE TYPING Session 5		
ULTIMATE TYPING Session 5 Extra Lines		
ULTIMATE TYPING Session 6		
ULTIMATE TYPING Session 6 Extra Lines		
ULTIMATE TYPING Session 7		
ULTIMATE TYPING Session 7 Extra Lines		
ULTIMATE TYPING Session 8		
ULTIMATE TYPING Session 8 Extra Lines		
ULTIMATE TYPING Session 9		
ULTIMATE TYPING Session 9 Extra Lines		
ULTIMATE TYPING Session 10		
ULTIMATE TYPING Session 10 Extra Lines		
ULTIMATE TYPING Session 11		
ULTIMATE TYPING Session 11 Extra Lines		
ULTIMATE TYPING Session 12		
ULTIMATE TYPING Session 12 Extra Lines		
ULTIMATE TYPING Session 13		
ULTIMATE TYPING Session 13 Extra Lines		
ULTIMATE TYPING Session 14		
ULTIMATE TYPING Session 14 Extra Lines		
ULTIMATE TYPING Session 15		
ULTIMATE TYPING Session 15 Extra Lines		
ULTIMATE TYPING Session		

ULTIMATE TYPING Session		
ULTIMATE TYPING 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

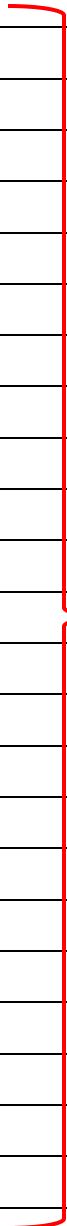
SKILL BUILDING LEVEL III

for those students continuing from OA1231 Section B

DRILL WORK GRADE SHEET AND SCHEDULE

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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		
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DOUBLE LETTERS		
WEAK FINGERS		

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TIMED ASSIGNMENT III	WEEK 2	
TIMED ASSIGNMENT IIII	WEEK 3	
TIMED ASSIGNMENT IV	WEEK 4	
TIMED ASSIGNMENT V	WEEK 5	
TIMED ASSIGNMENT VI	WEEK 6	
TIMED ASSIGNMENT VIII	WEEK 7	
TIMED ASSIGNMENT VIIII	WEEK 8	
TIMED ASSIGNMENT IX	WEEK 9	
TIMED ASSIGNMENT X	WEEK 10	
TIMED ASSIGNMENT XI	WEEK 11	
TIMED ASSIGNMENT XIII	WEEK 12	
TIMED ASSIGNMENT XIIIII	WEEK 13	

ULTIMATE TYPING SESSIONS <i>Keyboarding Drill for Beginners</i> Please complete ONE ULTIMATE TYPING 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 ULTIMATE TYPING Extra Lines Explained) Please let me know where you left off	WEEK	Credit <input checked="" type="checkbox"/>
ULTIMATE TYPING Session	WEEK 1	
ULTIMATE TYPING Session Extra Lines		
ULTIMATE TYPING Session	WEEK 2	
ULTIMATE TYPING Session Extra Lines		
ULTIMATE TYPING Session	WEEK 3	
ULTIMATE TYPING Session Extra Lines		
ULTIMATE TYPING Session	WEEK 4	
ULTIMATE TYPING Session Extra Lines		
ULTIMATE TYPING Session	WEEK 5	
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ULTIMATE TYPING Session Extra Lines		
ULTIMATE TYPING Session	WEEK 7	
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ULTIMATE TYPING Session	WEEK 8	
ULTIMATE TYPING Session Extra Lines		
ULTIMATE TYPING Session	WEEK 9	
ULTIMATE TYPING Session Extra Lines		
ULTIMATE TYPING Session	WEEK 10	
ULTIMATE TYPING Session Extra Lines		
ULTIMATE TYPING Session	WEEK 12	
ULTIMATE TYPING Session Extra Lines		
ULTIMATE TYPING 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

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

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