



Department of Business and Office Administration

COURSE OUTLINE – WINTER 2018

OA 1231 A3 Skill Building I 1.5 (0-0-3) 45 hours

Instructor	Janelle MacRae	Phone	780-539-2215
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Office Hours	Mon and Thurs 1:30 – 3:30 PM or by appointment	Class	Tu/Th 8:30 AM – 9:50 AM Rm A307

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: 1337213551

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	<p>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</p> <p>All drill work must be completed in order to attain a grade in this course.</p>	<p>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.</p>
10 Numeric Key Pad Timed Assignment	<p>You will complete timed assignments using the numeric keypad Key Pad Technique Evaluation</p> <p>5 = Perfect 4 = Usually 3 = Now and Then 2 = Rarely 1 = Never</p> <ul style="list-style-type: none"> ✓ 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) <p>REQUIRES 28/30 POINTS TO PASS</p>	<p>PASS / FAIL CREDIT / NO CREDIT</p> <p>REQUIRES 80 STROKES PER MINUTE TO PASS</p>
Keyboard Technique Evaluation	<p>Keyboarding Technique Evaluation</p> <p>5 = Perfect 4 = Usually</p>	<p>50%</p>

Graded Item	Grading Rubric	Weight
	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	
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 1 Course Schedule/Timeline:

Your weekly schedule will start with learning new reaches. The schedule then includes structured 1-minute, 3-minute and 5-minute timed writings 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.

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

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

Week	Teaching/Learning/Evaluation Content
WEEK 1 - Day 1	<p><i>HOME ROW NEW KEYS VIDEO</i> DO HOME ROW REINFORCEMENT PRACTICE</p> <p><i>HOME ROW AND G AND H NEW KEYS VIDEO</i> DO G AND H AND HOME REINFORCEMENT PRACTICE</p>
WEEK 2	<p>REVIEW <i>HOME ROW AND G AND H NEW KEYS VIDEO</i> AGAIN</p> <p><i>UPPER ROW NEW KEYS VIDEO</i> DO UPPER ROW REINFORCEMENT PRACTICE</p> <p><i>LOWER ROW NEW KEYS VIDEO</i> DO LOWER ROW REINFORCEMENT PRACTICE</p> <p>DO WHOLE ALPHABET REINFORCEMENT PRACTICE</p> <p>Complete the SAM Skills Analysis Timed Writing and print off the report.</p>

College Keyboarding 20e TEXT
WEEKS 3 – 15 SCHEDULE

Complete the Keyboarding Course, Lessons 1–25 in your text including
Skills Assessment Manager (SAM) Online 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) <ul style="list-style-type: none"> • 1 - Home Row, Space Bar, Enter, I; Review • 1 - Review • 2 - E and N • 3 - Review • 4 - Left Shift, H, T, Period
4	5-8	<ul style="list-style-type: none"> • 4 - Review • 5 - R, Right Shift, C, O • 5 - Review • 6 - W, Comma, B, P • 7 - Review • 8 - G, Question Mark, X, U
5	9–13	<ul style="list-style-type: none"> • 8 - Review • 9 - Q, M, V, Apostrophe • 9 - Review • 10 - Z, Y, Quotation Mark, Tab • 11 - Review • 12 - Review • 13 – Review <p>Timed Writing 1 during Thursday’s class – print off the report</p>

Week	Lessons	Teaching/Learning/Evaluation Content
6	14–19	Module 2: Figure and Symbol Keys (Lessons 14–25) <ul style="list-style-type: none"> • 14 - 1 and 8 • 15 - 5 and 0 • 16 - 2 and 7 • 17 - 4 and 9 • 18 - 3 and 6 • 18 - Review • 19 - \$ and - (hyphen), Number Expression Timed Writing 2 during Thursday’s class – print off the report
7	20-25	<ul style="list-style-type: none"> • 20 - # and / • 21 - % and ! • 22 - (and) and Backspace Key • 23 - & and : (colon), Proofreaders’ Marks • 24 - Other Symbols • 24 - Review • 25 – Assessment Timed Writing 3 during Thursday’s class – print off the report
8	READING WEEK	NO LESSONS
9	SAM Numeric Keypad	All lessons and drills within the Numeric Keypad section
9 Continued	Skill Building Lessons A-T	Assessment 1 Accuracy Emphasis Assessment 1 Speed Emphasis Accuracy and Speed Emphasis Lessons A and B Timed Writing 4 during Thursday’s class – print off the report
10	Skill Building Lessons A-T	Accuracy and Speed Emphasis Lessons C, D and E Assessment 2 Accuracy Emphasis Assessment 2 Speed Emphasis Accuracy and Speed Emphasis Lesson F Timed Writing 5 during Thursday’s Class – print off the report

Week	Lessons	Teaching/Learning/Evaluation Content
11	Skill Building Lessons A-T	Accuracy and Speed Emphasis Lessons G H, I, J Assessment 3 Accuracy Emphasis Assessment 3 Speed Emphasis Accuracy and Speed Emphasis Lesson K Timed Writing 6 (3 minutes) during Thursday's Class – print off the report
12	Skill Building Lessons A-T	Accuracy and Speed Emphasis Lessons L, M, N, O Assessment 4 Accuracy Emphasis Assessment 4 Speed Emphasis Accuracy and Speed Emphasis Lesson P Timed Writings 7 and 8 (3 minutes) – print off the reports
13	Skill Building Lessons A-T	Accuracy and Speed Emphasis Lessons Q, R, S, T Assessment 5 Accuracy Emphasis Assessment 5 Speed Emphasis Timed Writings 9 and 10 (5 minutes) – print off the reports
WEEKS 14, 15 AND FINAL EXAM WEEK Reserved for Final Timed Writings Students will complete two 5-minute SAM 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)	TIMED WRITING 11 – Week 14 Class 1 TIMED WRITING 12– Week 14 Class 1 TIMED WRITING 13 - Week 14 Class 2 TIMED WRITING 14 – Week 14 Class 2
15	Skills Assessment Manager (SAM)	TIMED WRITING 15 – Week 15 Class 1 TIMED WRITING 16 - Week 15 Class 1 TIMED WRITING 17 - Week 15 Class 2 TIMED WRITING 18 - Week 15 Class 2

Week	Lessons	Teaching/Learning/Evaluation Content
FINAL EXAM WEEK	Skills Assessment Manager (SAM)	TIMED WRITING 19 And if required TIMED WRITING 20

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/>