



## Department of Business and Office Administration

COURSE OUTLINE – FALL 2019

OA 1231E\_EC Skill Building I 1.5 (1.5-0-1.5) 45 hours

<b>Instructor</b>	Sharron Barr	<b>Phone</b>	(250) 755 – 7867 (home) (780)897-6676 (cell) Please call me anytime at home before 9 p.m.
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<b>Office Hours</b>	VIRTUAL OFFICE HOURS ON MOODLE Contact me anytime as the numbers or email provided. Text me on my cell anytime.	<b>Class</b>	ON LINE DELIVERY

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### 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:

No text is required for this course. All lessons are found online through our subscription with Typing Club.

### 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
<b>Assigned Drill Work</b>	<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><b>All drill work must be completed in order to attain a grade in this course.</b></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>
<b>Progressive 1 minute timed writings</b>	<p>You will complete weekly 1 minute progressive timed writings.</p>	<p>Complete for Credit</p>
<b>10 Numeric Key Pad Timed Assignment</b>	<p>You will complete timed assignments using the numeric keypad</p> <p>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"> <li>✓ Fingers are curved (5 4 3 2 1)</li> <li>✓ Feet flat on the floor (5 4 3 2 1)</li> <li>✓ Fingers rest on home row (5 4 3 2 1)</li> <li>✓ Eyes on copy (5 4 3 2 1)</li> <li>✓ Correct posture (5 4 3 2 1)</li> <li>✓ Correct finger used to key (5 4 3 2 1)</li> </ul>	<p>PASS / FAIL CREDIT / NO CREDIT</p>

Graded Item	Grading Rubric	Weight
<b>Keyboard Technique Evaluation</b>	<p>REQUIRES 28/30 POINTS TO PASS REQUIRES 80 STROKES PER MINUTE TO PASS</p> <p>Keyboarding Technique Evaluation 5 = Perfect 4 = Usually 3 = Now and Then 2 = Rarely 1 = Never</p> <ul style="list-style-type: none"> <li>✓ Fingers are curved (5 4 3 2 1)</li> <li>✓ Feet flat on the floor (5 4 3 2 1)</li> <li>✓ Fingers rest on home row (5 4 3 2 1)</li> <li>✓ Eyes on copy (5 4 3 2 1)</li> <li>✓ Correct posture 5 4 3 2 1</li> <li>✓ Correct finger used to key (5 4 3 2 1)</li> </ul> <p>PASS TOTAL POINTS 28/30 REQUIRED STROKES PER MINUTE = 80</p>	<p>50%</p>
<b>Five Minute Timed Writings</b>	<p>Average of top five 5 minute timed writing Minimum 30 net words per minute average required (see evaluation chart below)</p>	<p>50%</p>

**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	$\geq 40$	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:

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.

### 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 DO UPPER ROW REINFORCEMENT PRACTICE
WEEK 2 – Day 1	LOWER ROW <i>NEW KEYS VIDEO</i>
WEEK 2 – Day 2	REVIEW LOWER ROW <i>NEW KEYS VIDEO</i> AGAIN DO LOWER ROW REINFORCEMENT PRACTICE

WEEK	TEACHING/LEARNING/EVALUATION CONTENT
WEEK 2 – Day 3	<b>DO WHOLE ALPHABET REINFORCEMENT PRACTICE</b>

## Typing Club – WEEKS 3 – 15 SCHEDULE

Complete the Keyboarding Course using Typing Club lessons as assigned.  
You will finish your course by taking 5 Minute timed writings during weeks 13 through 15

WEEK	TEACHING/LEARNING/EVALUATION CONTENT
WEEK 3	Home Row: Lessons 1-23 Top Row: Lessons 24 - 51
WEEK 4	Bottom Row: Lessons 52 through 88
WEEK 5	Basic Level 1 Exercises: Lessons 88 through 126 Tricky Words 1 Exercises: Lessons 127 through 137
WEEK 6	Shift Key: Lesson 138 through 191
WEEK 7	Common Patterns 1: Lesson 192 through 202 Basic Level 2: Lessons 203 through 233
<b>WEEK 7 continued</b>	<b>Timed Writing 1 – 2 Minutes</b>
WEEK 8	Tricky Words 2: Lessons 234 through 244 Numbers Lessons 245 through 274
<b>WEEK 8 continued</b>	<b>Timed Writing 2 and Timed Writing 3</b>
WEEK 9	Common Patterns 2: Lessons 275 through 285 Basic Level 3: Lessons 286 through 316
<b>WEEK 9 continued</b>	<b>Timed Writing 4 and Timed Writing 5 -- 5 MINUTES</b>
WEEK 10	Symbols: Lessons 317 through 346
<b>WEEK 10 continued</b>	<b>Timed Writing 6 and Timed Writing 7 – 5 MINUTES</b> <b>VIDEO SUBMISSION – Please submit on the Due Date</b>
WEEK 11	Common Patterns 3: Lessons 347 through 357
<b>WEEK 11 continued</b>	<b>Timed Writing 8 and Timed Writing 9 – 5 MINUTES</b>
WEEK 12	Practice and Reinforcement

WEEK	TEACHING/LEARNING/EVALUATION CONTENT
	Please practice any lessons that were challenging or request individualized lessons from your instructor.
<b>WEEK 13</b>	<b>Timed Writing 10 and Timed Writing 11 – 5 MINUTES</b>
WEEK 14	Advanced Level 1 – Lessons 358 through 388  Timed Writings 12, 13, 14. Available for you for practice.
<b>WEEK 15</b>	<b>Reserved for Final Timed Writings</b>  <b>Students will complete the video submission of the FINAL 5 MINUTE TIMED WRITINGS.</b>

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/>