



Department of Business and Office Administration

COURSE OUTLINE – FALL 2017

OA 1232 A2 Skill Building II 1.5 (1.5-0-1.5) 45 hours

M W 8:30 – 9:50 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.

Calendar Description:

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

Prerequisite(s)/corequisite(s): OA1231 or permission from instructor

Required Text/Resource Materials:

Keyboarding Drills for Beginners In-house Course Pack

Delivery Mode(s):

Lecture, demonstration, participation and lab.

Course Objectives:

This course build 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:

Upon completion of this course:

- You will be able to key by touch at a minimum of 40 net words per minute on five-minute copy timed writings.
- You will be able to key by touch at a minimum of 100 strokes per minute a timed numeric key pad assignment.
- You will demonstrate perfect touch keyboarding technique.
- You will also be able to produce perfect copy of business documents in a timed and deadline driven environment.

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	≥50	EXCELLENT
A	4	49	
A [−]	3.7	48	FIRST CLASS STANDING
B ⁺	3.3	47	
B	3	46	GOOD
B [−]	2.7	45	
C ⁺	2.3	44	SATISFACTORY
C	2	43	
C [−]	1.7	42	
D ⁺	1.3	41	MINIMAL PASS
D	1	40	
F	0	<40	FAIL

COURSE SCHEDULE AND TIMELINE:

SKILL BUILDING LEVEL II

for those students continuing from OA1231 Section A

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		
ACCURACY STUDY 20	WEEK 7	
ACCURACY STUDY 21		
ACCURACY STUDY 22		
ACCURACY STUDY 23		
SPEED STUDY 1	WEEK 8	
SPEED STUDY 2		
SPEED STUDY 3		
SPEED STUDY 4	WEEK 9	

Each Line 3 times

ASSIGNED DRILL WORK	DUE DATE	CREDIT <input checked="" type="checkbox"/>
SPEED STUDY 5	WEEK 10	
SPEED STUDY 6		
SPEED STUDY 7		
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		
LONG REACHES		
AWKWARD REACHES		
SPECIFIC KIND OF KEYS	WEEK 13	
ADJACENT KEYS		
VERTICAL KEYS		
OPPOSITE-HAND KEYS		
SPECIFIC KINDS OF WORDS	WEEK 14	
SHORT WORDS		
ONE-HAND WORDS		
LONG WORDS		
MORE AREAS TO STRENGTHEN	WEEK 14	
WORD RECOGNITION		
DOUBLE LETTERS		
WEAK FINGERS		

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 available to 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	

X

Instructor

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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