



Department of Business and Office Administration

COURSE OUTLINE – FALL 2019

OA 1231 ED/BI Skill Building I 1.5 (0-0-3) 45 hours, 15 Weeks

Instructor	Tashia Lepage	Phone	780-865-7666
Office	Hinton	Email	Tlepage@gprc.ab.ca
Office Hours	By Appointment	Class	Monday/ Wednesday 8:30-9:50

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 standard computer keyboard. This course then uses proven keyboarding practice techniques to build keyboarding skills.

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 demonstrate perfect touch keyboarding technique.

Grading Criteria:

Five minute timed tests are worth 50%.

Assigned drill work must be completed for a pass/fail grade.

Graded Item	Grading Rubric	Weight
Assigned Drill Work	You will complete your assigned drill work on a weekly basis (see schedule) and will be graded Credit for Complete or No Credit for Incomplete All drill work must be completed in order to attain a grade in this course.	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.
Progressive timed writings	You will complete weekly progressive timed writings.	Complete for Credit

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 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 G 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

Week	Teaching/Learning/Evaluation Content
	DO UPPER ROW REINFORCEMENT PRACTICE
WEEK 2 – Day 1	LOWER ROW NEW KEYS VIDEO
WEEK 2 – Day 2	REVIEW LOWER ROW NEW KEYS VIDEO AGAIN DO LOWER ROW REINFORCEMENT PRACTICE
WEEK 2 – Day 3	DO WHOLE ALPHABET REINFORCEMENT PRACTICE

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
3	Home Row: Lessons 1-23 Top Row: Lessons 24 - 51
4	Bottom Row: Lessons 52 through 87

Week	Teaching/Learning/Evaluation Content
5	Basic Level 1 Exercises: Lessons 88 through 124 Tricky Words 1 Exercises: Lessons 125 through 134
6	Shift Key: Lessons 135 through 187
7	Common Patterns 1: Lessons 188 through 197 Basic Level 2: Lessons 198 through 227
7 continued	Timed Writing 1 – 2 Minutes
8	Tricky Words 2: Lessons 228 through 237 Numbers: Lessons 238 through 267
8 continued	Timed Writing 2 and Timed Writing 3 – each 2 minutes
9	Common Patterns 2: Lessons 268 through 277 Basic Level 3: Lessons 278 through 307
9 continued	Timed Writing 4 – 3 minutes
10	Symbols: Lessons 308 through 337
10 continued	Timed Writing 5 – 3 minutes
11	Common Patterns 3: Lessons 338 through 337
11 continued	Timed Writing 6 and 7 – 3 minutes each
12	Practice/Review any lessons that were challenging
12 continued	Timed Writing 8 and 9 – 4 minutes each

WEEKS 13, 14, and 15 - FINAL Reserved for Final Timed Writings Students will complete 5 minute Timed Writings as below The Top 5 will count toward the Final Grade 2 attempts each timed writing	
Week	Teaching/Learning/Evaluation Content
13	TIMED WRITINGS 10, 11, 12 and 13 – 5 minutes each
14	TIMED WRITINGS 14, 15, 16 and 17 – 5 minutes each
15 - FINAL	TIMED WRITINGS 18 and 19 – 5 minutes each

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/>