GPRC

Department of Business and Office Administration

COURSE OUTLINE

OA 1231 A2 Skill Building I 1.5 (3-0-0) 45 Hours

Instructor	Sharron Barr	**Phone**	(780) 539-2979 (780) 897-6676 (cell)
Office	A313B or C203	**Email**	sbarr@gprc.ab.ca
Office Hours	VIRTUAL OFFICE HOURS ON MOODLE Contact me anytime at the numbers or email provided. Text me on my cell anytime.	**Class**	M W F 9 – 9:30 a.m. Room A313

Calendar Description:

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

Prerequisite(s)/co-requisite(s):

None

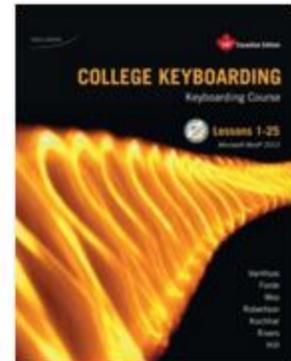## Required Text/Resource Materials:

VanHuss, S., Forde, C. M., Woo, D. L., & Robertson, V.

College Keyboarding 1-25   Nelson   19th Edition

ISBNs 9780176531966, 0176531963

eText ISBN: 9780176728205

https://www.vitalsource.com/referral?term=9780176728205

Credit/Contact Hours:

1.5 credits/ 45 contact hours

Delivery Mode(s):

Active learning designed for those students who have self-identified as beginning keyboarders or have been assessed beginning keyboarders:

- Students will participate in video-led directed keyboard drills to learn to touch type and to build skill on the alphabetic and 10-key numeric keypad.

- Students will use the text in conjunction with Keyboarding Pro Deluxe Online [KPDO] instruction software to reinforce and build skills.

Learning Objectives:
- You will be able to key by touch at a minimum of 30 net words per minute on 5-minute copy timed writings.
- You will be able to key by touch at a minimum of 80 strokes per minute on timed numeric keypad assignments.
- You will demonstrate perfect touch keyboarding technique.

Grading Criteria:
- 5-minute timed tests are worth 50%.
- Touch typing technique assessment is worth 50%.
- Assigned drill work and the 10-key numeric keypad assignments are completed for a pass/fail grade.

Graded Item	Grading Rubric	Weight
Assigned Drill Work	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 **All drill work must be completed in order to attain a grade in this course.**	All work must be completed to be given a grade in the course. You will be assessed a COMPLETE for full CREDIT in this portion of the course.
Progressive 1-minute Timed Writings	You will complete weekly 1-minute progressive timed writings.	COMPLETE for CREDIT
10 Numeric Keypad Timed Assignments	You will complete timed assignments using the numeric keypad Keypad Technique Evaluation 5 = Perfect 4 = Usually 3 = Now and Then 2 = Rarely 1 = Never	PASS / FAIL CREDIT / NO CREDIT

Graded Item	Grading Rubric	Weight
	✓ 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) REQUIRES 28/30 POINTS TO PASS REQUIRES 80 STROKES PER MINUTE TO PASS	
Keyboard Technique Evaluation	Keyboarding Technique Evaluation 5 = Perfect 4 = Usually 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	50%
5-Minute Timed Writings	Average of top five 5-minute timed writings Minimum 30 net words per minute average required (see evaluation chart below)	50%

Evaluation:

5-MINUTE TIMED WRITINGS
GRADING CONVERSION CHART

Net Words per Minute will be determined by 5-minute timings. An average of the top <u>five</u> 5-minute timed writings 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	HOME ROW ***NEW KEYS VIDEO***
WEEK 1 – Day 2	REVIEW HOME ROW ***NEW KEYS VIDEO*** AGAIN **DO** HOME ROW REINFORCEMENT PRACTICE
WEEK 1 - Day 2	HOME ROW AND G AND H ***NEW KEYS VIDEO***
WEEK 1 – Day 3	REVIEW HOME ROW AND G AND H ***NEW KEYS VIDEO*** AGAIN **DO** G AND H AND HOME REINFORCEMENT PRACTICE
WEEK 1 - Day 3	UPPER ROW ***NEW KEYS VIDEO***
WEEK 2 – Day 1	REVIEW UPPER ROW ***NEW KEYS VIDEO*** AGAIN **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

Week	Teaching/Learning/Evaluation Content
	DO LOWER ROW REINFORCEMENT PRACTICE
WEEK 2 – Day 3	**DO** WHOLE ALPHABET REINFORCEMENT PRACTICE

College Keyboarding 19e TEXT
WEEKS 3 – 15 SCHEDULE

Complete the Keyboarding Course, Lessons 1–25 in your text including
Keyboarding Pro Deluxe Online [KPDO] 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) • 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	• 4 - Review • 5 - R, Right Shift, C, O • 5 - Review • 6 - W, Comma, B, P • 7 - Review • 8 - G, Question Mark, X, U

Week	Lessons	Teaching/Learning/Evaluation Content
5	9–13	• 8 - Review • 9 - Q, M, V, Apostrophe • 9 - Review • 10 - Z, Y, Quotation Mark, Tab • 11 - Review • 12 - Review • 13 - Review
6	14–17	Module 2: Figure and Symbol Keys (Lessons 14–25) • 14 - 1 and 8 • 15 - 5 and 0 • 16 - 2 and 7 • 17 - 4 and 9
6 *continued*	Keyboarding Pro Deluxe Online [KPDO]	TIMED WRITING 1 • 2 minutes • 2 attempts (more if you like) CLICK REPORT button at the bottom of the timed writing after each timing to get your report.
6 *continued*	**Keyboarding Pro Deluxe Online**	**Accuracy Emphasis** **Assessment 1** **Lessons A, B, C, D, E**
7	18–21	• 18 - 3 and 6 • 18 - Review • 19 - $ and - (hyphen), Number Expression • 20 - # and / • 21 - % and !
7 *continued*	**Keyboarding Pro Deluxe Online**	**Accuracy Emphasis** **Assessment 2** **Lessons F, G, H, I, J**

Week	Lessons	Teaching/Learning/Evaluation Content
	Keyboarding Pro Deluxe Online	**Numeric Keypad (5 lessons)** **KPDO Skill-Building Module**
7 *continued*	Keyboarding Pro Deluxe Online [KPDO]	TIMED WRITING 2 • 2 minutes • 2 attempts (more if you like) CLICK [REPORT] button at the bottom of the timed writing after each timing to get your report. Numeric Keypad Timed Assignment 1
8	22–25	• 22 - (and) and Backspace Key • 23 - & and : (colon), Proofreaders' Marks • 24 - Other Symbols • 24 - Review • 25 - Assessment
8 *continued*	**Keyboarding Pro Deluxe Online**	**Accuracy Emphasis** **Assessment 3** **Lessons K, L, M, N, O**
8 *continued*	Keyboarding Pro Deluxe Online [KPDO]	TIMED WRITING 3 • 2 minutes • 2 attempts (more if you like) CLICK [REPORT] button at the bottom of the timed writing after each timing to get your report Numeric Keypad Timed Assignment 2

Week	Lessons	Teaching/Learning/Evaluation Content
9	**Keyboarding Pro Deluxe Online [KPDO] Skill Building**	**Accuracy Emphasis** **Assessment 4** **Lessons P, Q, R, S, T** **Assessment 5**
9 *continued*	Keyboarding Pro Deluxe Online [KPDO]	TIMED WRITING 4 • 2 minutes • 2 attempts (more if you like) CLICK button at the bottom of the timed writing after each timing to get your report Numeric Keypad Timed Assignment 3
10	Level 2 Word Processing Communication Activities	• Word Processing Drills 1–4 and Communication Drills 1–5 • Word Processing Drills 5–6 and Communication Drills 6–10 • Word Processing Drills 7–8 and Communication Drills 11–15 • Word Processing Drills 9–10 and Communication Drills 16–20 • Communication Drills 21–24
10 *continued*	**Keyboarding Pro Deluxe Online**	**Speed Emphasis** **Assessment 1** **Lessons A, B, C, D, E**

Week	Lessons	Teaching/Learning/Evaluation Content
10 *continued*	Keyboarding Pro Deluxe Online [KPDO]	TIMED WRITING 5 • 2 minutes • 2 attempts (more if you like) CLICK ⬛REPORT button at the bottom of the timed writing after each timing to get your report Numeric Keypad Timed Assignment 4
11	Level 2 Web-based Computing Prepare for Your Future	• Web-Based Computing 1: Internet Activity, Drill 1 • Path to Workplace Success: Critical Thinking, Scenarios 1 and 2 • Path to Workplace Success: Making a First Impression, Scenarios 1 and 2 • Web-Based Computing 2: Cloud Computing, Drill 2 • Path to Workplace Success: Accountability, Scenarios 1 and 2 • Web-Based Computing 3: Social Media, Drill 3 • Path to Workplace Success: Capstone Project Part I • Path to Workplace Success: Capstone Project Parts II and III • Path to Workplace Success: Capstone Project Parts IV and V
		Modules 1–2 Assessment
11 *continued*	**Keyboarding Pro Deluxe Online**	**Speed Emphasis** **Assessment 2** **Lessons F, G, H, I, J**

Week	Lessons	Teaching/Learning/Evaluation Content
11 *continued*	Keyboarding Pro Deluxe Online [KPDO]	TIMED WRITING 6 • **3 minutes** • 2 attempts (more if you like) CLICK REPORT button at the bottom of the timed writing after each timing to get your report Numeric Keypad Timed Assignment 5
12	**Keyboarding Pro Deluxe Online**	**Speed Emphasis** **Assessment 3** **Lessons K, L, M, N, O**
12 *continued*	Keyboarding Pro Deluxe Online [KPDO]	TIMED WRITING 7 • **3 minutes** • 2 attempts (more if you like) CLICK REPORT button at the bottom of the timed writing after each timing to get your report
13	**Keyboarding Pro Deluxe Online [KPDO] Skill Building**	**Accuracy Emphasis** **Assessment 4** **Lessons P, Q, R, S, T** **Assessment 5**
13 *continued*	Keyboarding Pro Deluxe Online [KPDO]	TIMED WRITING 8 • 5 minutes • 2 attempts (more if you like) CLICK REPORT button at the bottom of the timed writing after each timing to get your report

		WEEKS 14, 15 AND FINAL EXAM WEEK

WEEKS 14, 15 AND FINAL EXAM WEEK
Reserved for Final Timed Writings
Students will complete two 5-minute KPDO 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	Keyboarding Pro Deluxe Online [KPDO]	TIMED WRITING 9 – Week 14 Class 1 TIMED WRITING 10 – Week 14 Class 2 TIMED WRITING 11 - Week 14 Class 3
15	Keyboarding Pro Deluxe Online [KPDO]	TIMED WRITING 12 – Week 15 Class 1 TIMED WRITING 13 – Week 15 Class 2 TIMED WRITING 14 - Week 15 Class 3
FINAL EXAM WEEK	Keyboarding Pro Deluxe Online [KPDO]	TIMED WRITING 15 And if required TIMED WRITING 16

NOTE:

Supplementary Skill-Building Activities
Keyboarding Pro Deluxe Online [KPDO] Skill Builders (20 lessons)

Skill Builder 1

Skill Builder 2

Skill Builder 3

Level 2

- Numeric Keypad
- Word Processing
- Communication Skills
- Web-Based Computing
- Prepare for Your Future

Supplementary Communications Activities

Keyboarding Pro Deluxe Online [KPDO]

Communications Skills

Thank you for all your hard work!

"Beeee – YOU - tiful!"

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STUDENT RIGHTS AND RESPONSIBILITIES*:

Refer to https://www.gprc.ab.ca/about/administration/policies/index.html#POL69

STATEMENT ON PLAGIARISM AND CHEATING*:

Refer to the College Policy on Student Misconduct: Academic and Non-Academic
https://www.gprc.ab.ca/about/administration/policies/index.html#POL68

ACADEMIC INTEGRITY AND PLAGIARISM LIBGUIDE

Refer to Academic Integrity and Plagiarism LibGuide *created by the* Learning Support Centre

*Note: all Academic and Administrative policies are available at
https://www.gprc.ab.ca/about/administration/policies/