



Department of Business and Office Administration

COURSE OUTLINE – WINTER 2018

OA 1232 A3 Skill Building II 1.5 (1.5-0-1.5) 45 hours

T R 8:30 – 9:50 A313

Instructor Bruce Brady

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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:

EXTRA PRACTICE KEYBOARDING DRILLS – IN HOUSE COURSE PACK
SAM KEYBOARDING ACCESS

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

(ALL DRILL WORK MUST BE COMPLETE IN ORDER TO RECEIVE CREDIT IN THIS COURSE)

WEEK 1 ASSIGNED WORK		
ASSIGNED DRILL WORK	DUE DATE	CREDIT <input checked="" type="checkbox"/>
<i>SAM DRILL WORK</i>		
Skill Building 1 – Technique Builder 1a - 7	WEEK 1	<input type="checkbox"/>
Skill Building 2 – Technique Builder 8 - 10	WEEK 1	<input type="checkbox"/>
<i>DRILL WORK – Extra Practice – COMPLETE IN WORD</i>		
ACCURACY STUDY 1	WEEK 1	<input type="checkbox"/>
ACCURACY STUDY 2	WEEK 1	<input type="checkbox"/>
ACCURACY STUDY 3	WEEK 1	<input type="checkbox"/>
TIMED ASSIGNMENT I	WEEK 1	/10
PROGRESSIVE 1 MINUTE TIMED WRITINGS– <i>COMPLETE IN WORD</i>	WEEK 1	<input type="checkbox"/>
FIVE MINUTE TIMED WRITING –COMPLETE IN SAM	WEEK 1	
WEEK 2 ASSIGNED WORK		
ASSIGNED DRILL WORK	DUE DATE	CREDIT <input checked="" type="checkbox"/>
<i>SAM DRILL WORK</i>		
Skill Building 1 – Technique Builder 11 - 14	WEEK 2	<input type="checkbox"/>
Skill Building 2 – Technique Builder 15 - 19	WEEK 2	<input type="checkbox"/>
<i>DRILL WORK – Extra Practice – COMPLETE IN WORD NOTE: Each line 3 times</i>		
ACCURACY STUDY 4	WEEK 2	<input type="checkbox"/>
ACCURACY STUDY 5	WEEK 2	<input type="checkbox"/>
ACCURACY STUDY 6	WEEK 2	<input type="checkbox"/>
TIMED ASSIGNMENT II	WEEK 2	/10
PROGRESSIVE 1 MINUTE TIMED WRITINGS– <i>COMPLETE IN WORD</i>	WEEK 2	<input type="checkbox"/>
FIVE MINUTE TIMED WRITING –COMPLETE IN SAM	WEEK 2	

WEEK 3 ASSIGNED WORK		
ASSIGNED DRILL WORK	DUE DATE	CREDIT <input checked="" type="checkbox"/>
SAM DRILL WORK		
Skill Building 1 – Technique Builder 20 - 27	WEEK 3	<input type="checkbox"/>
Quick Review:	WEEK 3	<input type="checkbox"/>
Alphabetic Keys 1 – 30	WEEK 3	
Numeric Keys	WEEK 3	
Easy Lines 1 – 50	WEEK 3	
Enter Key, Space Bar	WEEK 3	
Shift Keys	WEEK 3	
Cap Lock	WEEK 3	
Tab Key	WEEK 3	
DRILL WORK – Extra Practice – COMPLETE IN WORD NOTE: Each line 3 times		
ACCURACY STUDY 7	WEEK 3	<input type="checkbox"/>
ACCURACY STUDY 8	WEEK 3	<input type="checkbox"/>
ACCURACY STUDY 9	WEEK 3	<input type="checkbox"/>
TIMED ASSIGNMENT III	WEEK 3	/10
PROGRESSIVE 1 MINUTE TIMED WRITINGS– COMPLETE IN WORD	WEEK 3	<input type="checkbox"/>
FIVE MINUTE TIMED WRITING –COMPLETE IN SAM	WEEK 3	

WEEK 4 ASSIGNED WORK		
ASSIGNED DRILL WORK	DUE DATE	CREDIT <input checked="" type="checkbox"/>
SAM DRILL WORK		
Drill Practice	WEEK 4	<input type="checkbox"/>
Adjacent Key	WEEK 4	
Concentration 1 - 10	WEEK 4	
Concentration 21 – 41	WEEK 4	

WEEK 4 ASSIGNED WORK		
ASSIGNED DRILL WORK	DUE DATE	CREDIT <input checked="" type="checkbox"/>
DRILL WORK – Extra Practice – COMPLETE IN WORD NOTE: Each line 3 times		
ACCURACY STUDY 10	WEEK 4	<input type="checkbox"/>
ACCURACY STUDY 11	WEEK 4	<input type="checkbox"/>
ACCURACY STUDY 12	WEEK 4	<input type="checkbox"/>
TIMED ASSIGNMENT IV	WEEK 4	/10
PROGRESSIVE 1 MINUTE TIMED WRITINGS– COMPLETE IN WORD	WEEK 4	<input type="checkbox"/>
FIVE MINUTE TIMED WRITING –COMPLETE IN SAM	WEEK 4	
WEEK 5 ASSIGNED WORK		
ASSIGNED DRILL WORK	DUE DATE	CREDIT <input checked="" type="checkbox"/>
SAM DRILL WORK		
Drill Practice	WEEK 5	<input type="checkbox"/>
Direct Reach	WEEK 5	
Double Letter	WEEK 5	
DRILL WORK – Extra Practice – COMPLETE IN WORD NOTE: Each line 3 times		
ACCURACY STUDY 13	WEEK 5	<input type="checkbox"/>
ACCURACY STUDY 14	WEEK 5	<input type="checkbox"/>
ACCURACY STUDY 15	WEEK 5	<input type="checkbox"/>
TIMED ASSIGNMENT V	WEEK 5	/10
PROGRESSIVE 1 MINUTE TIMED WRITINGS– COMPLETE IN WORD	WEEK 5	<input type="checkbox"/>
FIVE MINUTE TIMED WRITING –COMPLETE IN SAM	WEEK 5	

WEEK 6 ASSIGNED WORK		
ASSIGNED DRILL WORK	DUE DATE	CREDIT <input checked="" type="checkbox"/>
<i>SAM DRILL WORK</i>		
Drill Practice	WEEK 6	<input type="checkbox"/>
Shift Key	WEEK 6	
Spacing	WEEK 6	
<i>DRILL WORK – Extra Practice – COMPLETE IN WORD NOTE: Each line 3 times</i>		
ACCURACY STUDY 16	WEEK 6	<input type="checkbox"/>
ACCURACY STUDY 17	WEEK 6	<input type="checkbox"/>
ACCURACY STUDY 18	WEEK 6	<input type="checkbox"/>
ACCURACY STUDY 19	WEEK 6	<input type="checkbox"/>
TIMED ASSIGNMENT VI	WEEK 6	/10
PROGRESSIVE 1 MINUTE TIMED WRITINGS– COMPLETE IN WORD	WEEK 6	<input type="checkbox"/>
FIVE MINUTE TIMED WRITING –COMPLETE IN SAM	WEEK 6	

WEEK 7 ASSIGNED WORK		
ASSIGNED DRILL WORK	DUE DATE	CREDIT <input checked="" type="checkbox"/>
<i>SAM DRILL WORK</i>		
Drill Practice	WEEK 7	<input type="checkbox"/>
First Finger	WEEK 7	
Second Finger	WEEK 7	
Third Finger	WEEK 7	
Fourth Finger	WEEK 7	
<i>DRILL WORK – Extra Practice – COMPLETE IN WORD NOTE: Each line 3 times</i>		
ACCURACY STUDY 20	WEEK 7	<input type="checkbox"/>
ACCURACY STUDY 21	WEEK 7	<input type="checkbox"/>

WEEK 7 ASSIGNED WORK		
ASSIGNED DRILL WORK	DUE DATE	CREDIT <input checked="" type="checkbox"/>
ACCURACY STUDY 22	WEEK 7	<input type="checkbox"/>
ACCURACY STUDY 23	WEEK 7	<input type="checkbox"/>
TIMED ASSIGNMENT VII	WEEK 7	/10
PROGRESSIVE 1 MINUTE TIMED WRITINGS– COMPLETE IN WORD	WEEK 7	<input type="checkbox"/>
FIVE MINUTE TIMED WRITING –COMPLETE IN SAM	WEEK 7	

WEEK 8 ASSIGNED WORK		
ASSIGNED DRILL WORK	DUE DATE	CREDIT <input checked="" type="checkbox"/>
SAM DRILL WORK		
Drill Practice	WEEK 8	<input type="checkbox"/>
Top Row	WEEK 8	
Third Row	WEEK 8	
Home Row	WEEK 8	
Bottom Row	WEEK 8	
DRILL WORK – Extra Practice – COMPLETE IN WORD NOTE: Each line 3 times		
SPEED STUDY 1	WEEK 8	<input type="checkbox"/>
SPEED STUDY 2	WEEK 8	<input type="checkbox"/>
SPEED STUDY 3	WEEK 8	<input type="checkbox"/>
TIMED ASSIGNMENT VIII	WEEK 8	/10
PROGRESSIVE 1 MINUTE TIMED WRITINGS– COMPLETE IN WORD	WEEK 8	<input type="checkbox"/>
FIVE MINUTE TIMED WRITING –COMPLETE IN SAM	WEEK 8	

WEEK 9 ASSIGNED WORK		
ASSIGNED DRILL WORK	DUE DATE	CREDIT <input checked="" type="checkbox"/>
SAM DRILL WORK		

WEEK 9 ASSIGNED WORK		
ASSIGNED DRILL WORK	DUE DATE	CREDIT <input checked="" type="checkbox"/>
Drill Practice	WEEK 9	<input type="checkbox"/>
Opposite Hand D/K	WEEK 9	
Opposite Hand S/L	WEEK 9	
DRILL WORK – Extra Practice – COMPLETE IN WORD NOTE: Each line 3 times		
SPEED STUDY 4	WEEK 9	<input type="checkbox"/>
SPEED STUDY 5	WEEK 9	<input type="checkbox"/>
SPEED STUDY 6	WEEK 9	<input type="checkbox"/>
TIMED ASSIGNMENT IX	WEEK 9	/10
PROGRESSIVE 1 MINUTE TIMED WRITINGS– COMPLETE IN WORD	WEEK 9	<input type="checkbox"/>
FIVE MINUTE TIMED WRITING –COMPLETE IN SAM	WEEK 9	

WEEK 10 ASSIGNED WORK		
ASSIGNED DRILL WORK	DUE DATE	CREDIT <input checked="" type="checkbox"/>
SAM DRILL WORK		
Drill Practice	WEEK 10	<input type="checkbox"/>
Opposite Hand T/Y	WEEK 10	
Opposite Hand E/I	WEEK 10	
DRILL WORK – Extra Practice – COMPLETE IN WORD NOTE: Each line 3 times		
SPEED STUDY 7	WEEK 10	<input type="checkbox"/>
SPEED STUDY 8	WEEK 10	<input type="checkbox"/>
SPEED STUDY 9	WEEK 10	<input type="checkbox"/>
SPEED STUDY 10	WEEK 10	<input type="checkbox"/>
TIMED ASSIGNMENT X	WEEK 10	/10
PROGRESSIVE 1 MINUTE TIMED WRITINGS– COMPLETE IN WORD	WEEK 10	<input type="checkbox"/>

WEEK 10 ASSIGNED WORK		
ASSIGNED DRILL WORK	DUE DATE	CREDIT <input checked="" type="checkbox"/>
FIVE MINUTE TIMED WRITING –COMPLETE IN SAM	WEEK 10	

WEEK 11 ASSIGNED WORK		
ASSIGNED DRILL WORK	DUE DATE	CREDIT <input checked="" type="checkbox"/>
<i>SAM DRILL WORK</i>		
Drill Practice	WEEK 11	<input type="checkbox"/>
Opposite Hand R/U	WEEK 11	
Opposite Hand W/O	WEEK 11	
<i>DRILL WORK – Extra Practice – COMPLETE IN WORD</i>		
Backwards Drills	WEEK 11	<input type="checkbox"/>
TIMED ASSIGNMENT XI	WEEK 11	/10
PROGRESSIVE 1 MINUTE TIMED WRITINGS– COMPLETE IN WORD	WEEK 11	<input type="checkbox"/>
FIVE MINUTE TIMED WRITING –COMPLETE IN SAM	WEEK 11	

WEEK 12 ASSIGNED WORK		
ASSIGNED DRILL WORK	DUE DATE	CREDIT <input checked="" type="checkbox"/>
<i>SAM DRILL WORK</i>		
Drill Practice Assigned Individually based upon need	WEEK 12	<input type="checkbox"/>
TBA	WEEK 12	
TBA	WEEK 12	
<i>DRILL WORK – Extra Practice – COMPLETE IN WORD</i>		
Concentration Languages	WEEK 12	<input type="checkbox"/>
Specific Reaches – Direct Reaches	WEEK 12	<input type="checkbox"/>
Specific Reaches – Long Reaches	WEEK 12	<input type="checkbox"/>
Specific Reaches – Awkward Reaches	WEEK 12	<input type="checkbox"/>

WEEK 12 ASSIGNED WORK		
ASSIGNED DRILL WORK	DUE DATE	CREDIT <input checked="" type="checkbox"/>
TIMED ASSIGNMENT XII	WEEK 12	/10
PROGRESSIVE 1 MINUTE TIMED WRITINGS– COMPLETE IN WORD	WEEK 12	<input type="checkbox"/>
FIVE MINUTE TIMED WRITING –COMPLETE IN SAM	WEEK 12	

WEEK 13 ASSIGNED WORK		
ASSIGNED DRILL WORK	DUE DATE	CREDIT <input checked="" type="checkbox"/>
SAM DRILL WORK		
Drill Practice Assigned Individually based upon need	WEEK 13	<input type="checkbox"/>
TBA	WEEK 13	
TBA	WEEK 13	
DRILL WORK – Extra Practice – COMPLETE IN WORD		
Specific Kind of Words:	WEEK 13	
Short Words	WEEK 13	<input type="checkbox"/>
One-Hand Words	WEEK 13	<input type="checkbox"/>
Long Words	WEEK 13	<input type="checkbox"/>
TIMED ASSIGNMENT XIII	WEEK 13	/10
PROGRESSIVE 1 MINUTE TIMED WRITINGS– COMPLETE IN WORD	WEEK 13	<input type="checkbox"/>
FIVE MINUTE TIMED WRITING –COMPLETE IN SAM	WEEK 13	

WEEK 14 ASSIGNED WORK		
ASSIGNED DRILL WORK	DUE DATE	CREDIT <input checked="" type="checkbox"/>
<i>SAM DRILL WORK</i>		
Drill Practice Assigned Individually based upon need	WEEK 14	<input type="checkbox"/>
TBA	WEEK 14	
TBA	WEEK 14	
<i>DRILL WORK – Extra Practice – COMPLETE IN WORD</i>		
More Areas to Strengthen:	WEEK 14	
Word Recognition	WEEK 14	<input type="checkbox"/>
Double Letters	WEEK 14	<input type="checkbox"/>
Week Fingers	WEEK 14	<input type="checkbox"/>
FIVE MINUTE TIMED WRITING –COMPLETE IN SAM	WEEK 14	

WEEK 15 – FINAL WEEK -- ASSIGNED WORK		
ASSIGNED DRILL WORK	DUE DATE	CREDIT <input checked="" type="checkbox"/>
FIVE MINUTE TIMED WRITING –COMPLETE IN SAM	WEEK 15	
FIVE MINUTE TIMED WRITING –COMPLETE IN SAM	WEEK 15	