**Grande Prairie Regional College**

**School of Health, Wellness & Career Studies**

**Department of Business & Office Administration**

**COURSE OUTLINE – Winter 2019  
OA 1231 A3 Skill Building I 1.5 (0-0-3) 45 Hours**

|  |  |  |  |
| --- | --- | --- | --- |
| **Instructor** | Dawn Greig | **Phone** | (780) 539-2873 |
| **Office** | C203 | **Email** | dgreig@gprc.ab.ca |
| **Office Hours** | M & W 8:30 – 10:00 am  or by appointment  Contact me anytime by email | **Class** | Tues/Thurs 8:30 – 9:50 a.m.  Room A313 |

**Prerequisite(s)/corequisite(s):**

None

**Required Text/Resource Materials:**

Open Educational Resource provided

**Calendar Description:**

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

**Credit/Contact Hours:**

1.5 credits/ 45 contact hours

**Delivery Mode(s):**

Directed drill instruction and participation.

**Course Objective:**

Understanding the key role typing skills have when it comes to a person's employability.

Development of keyboarding speed and accuracy.

**Learning Outcome:**

The student will be able to key by touch at a minimum of 30 net words per minute on five-minute copy timed writings.

**Grading Criteria:**

Timings 100%  
Drill Work Credit/Non-Credit

**All drill work must be completed in order to attain a grade in this course. Only those timed writings completed using prescribed touch typing techniques will be accepted for grading. ALL TIMED WRITING MUST BE COMPLETED IN CLASS and are completed as a class.**

Final Exam timed tests are worth 100%

Net Words per Minute will be determined by five minute timings. Net Words will be calculated using the following format:

**Gross Words per Minute minus 2 for each error = Net Words per Minute.**

Grades will be assigned on the Letter Grading System.

|  |  |  |  |
| --- | --- | --- | --- |
| **Office Administrative Department** | | | |
| **Grading Conversion Chart** | | | |
| **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 |

**Course Schedule/Timeline:**

Drill work will be assigned weekly and extra timed writings will be completed during class time.

|  |  |
| --- | --- |
| **Tentative Timeline** | |
| **Week** |  |
| **1 Jan 3, 2019** | Introduction to course, review course outline, course expectations,  discuss Typing Club and in class drill  work, printing credits. |
| **2  Jan 8th    Jan 10th** | Getting to know your keyboard  In class drill work: review of reaches for home row and upper row Timed Writing #1 (3 minutes)  In class drill work: review of reaches for lower row and whole alphabet  Timed Writing #2 (3 minutes) |
| **3 Jan 15th**   **Jan 17th** | In class drill work: Specific Keyboard Rows; Specific Fingers; Specific Hands  Timed Writing #3 (3 minutes)  Typing Club: Lessons 1-62 Timed Writing #4 (3 minutes) |
| **4 Jan 22nd**  **Jan 24th** | In class drill work: Adjacent/Vertical/Opposite-Hand Keys; Specific Keyboarding Reaches; Specific Kinds of Words; Word Recognition; Double Letters, Weak Fingers  Timed Writing #5 (4 minutes)  Typing Club: Lessons 63-125 Timed Writing #6: (4 minutes) |
| **5 Jan 29th   Jan 31st** | In class drill work: Vertical Stroke Words, Double Letter Words Timed Writing #7 (5 minutes)  Typing Club: Lessons 126-188 Time Writing #8: Hidden Keyboard (5 minutes) |
| **6 Feb 5th**  **Feb 7th** | In class drill work: Letter Combinations Timed Writing #9 (5 minutes)  Typing Club: Lessons 189-250 Timed Writing #10 |
| **7 Feb 12th   Feb 14th** | In class drill work: Letter Combinations continued  Timed Writing #11 (5 minutes)  Typing Club: Lessons 251-313 Timed Writing #12 (5 minutes) |
| **8 Feb 19-21** | Winter Break: No Classes |
| **9 Feb 26th   Feb 28th** | In class drill work: Concentration Drills  Timed Writing #13 (5 minutes)  Typing Club: Lessons 314-376 Timed Writing #14 (5 minutes) |
| **10 Mar 5th   Mar 7th** | Speed Emphasis:  In class drills: Pyramid Sentences (3 sets of – 10 timings of 15 seconds each)  Timed Writing #15 (5 minutes)  Typing Club: Lesson 377-439  Timed Writing #16 |
| **11 Mar 12th**  **Mar 14th** | In class drill work: Speed Emphasis – 3 Minute Paragraphs (7)  Timed Writing #17 (5 minutes)  Typing Club Lessons 440-502  Timed Writings #18 and #19 (5 minutes) |
| **12 Mar 19th**  **Mar 21st** | In class drill work: Pyramid Sentences (3 sets – 10 timings of 15 seconds each) Timed Writing #20 (partner timed writing – 5 minutes)  Typing Club: Lessons 503-565 Timed Writing #21 and #22 (5 minutes) |
| **13 Mar 26th**  **Mar 28th** | In class drill work: 3 - 5 minute timed writings speed focus (Timed Writings #23, 24, 25 – simulation of final exam)  Typing Club: Lessons 566-628  Timed Writing #26 (5 minutes)  Catch up on Typing Club, in class drills, or Timed Writings |
| **14 Apr 2nd**  **Apr 4th** | In class drill work: Alphabetic/Numbers/Symbols, Capitals (Shift Key)  Timed Writings #27, #28, #29 (3 – 5 minutes, final exam simulation)  Typing Club: Lesson 629-684 Timed Writing #30 (5 minutes) |
| **15**  **Apr 9th**  **Apr 11th** | **WEEK 15 AND FINAL EXAM WEEK**  **Reserved for Timed Writings & Final Exams**  (all drill work, timed writings and Typing Club must be complete and submitted for credit no later than 9:50 a.m. April 11, 2019 to be eligible to write the final exam) |

**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>

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