**Grande Prairie Regional College**

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

**Department of Business & Office Administration**

**COURSE OUTLINE – Fall 2018  
OA 1231 A2 Skill Building I 1.5 (0-0-3) 45 Hours**

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| **Instructor** | Dawn Greig | **Phone** | (780) 539-2873 |
| **Office** | C203 | **Email** | dgreig@gprc.ab.ca |
| **Office Hours** | M/W 2:30 pm-4:00pm  or by appointment  Contact me anytime by email | **Class** | M/W 8:30-9:50  Rm. A313 |

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

## None

**Required Text/Resource Materials:**

VanHuss, Forde, Woo, Robertson *College Keyboarding L1-25,* Nelson 20th Edition: ISBN: 9781337213551 (includes 12 month SAM access)

**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.

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| **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.

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| **Tentative Timeline** | |
| **Week** |  |
| **1** | Learning the split keyboard   * Keyboard scheme   Understanding ergonomics:   * Sitting posture for typing * Home Row * Finger motion   Initial drill work |
| **2** | The ABC’s of touch typing  Getting to know your keyboard--Drill work (textbook)  Timing 1-2 |
| **3** | Level 1: Lessons 1–25  Module 1: Alphabetic Keys (Lessons 1–13)  1 Home Row, Space Bar, Enter, I; Review  1R Review  2 E and N  3 Review  4 Left Shift, H, T, Period  Timing 3&4 |
| **4** | 4R Review  5 R, Right Shift, C, O  5R Review  6 W, Comma, B, P  7 Review  8 G, Question Mark, X, U  Timing 5-6 |
| **5** | 8R Review  9 Q, M, V, Apostrophe  9R Review  10 Z, Y, Quotation Mark, Tab  11 Review  12 Review  13 Review  Timing 7&8 |
| **6** | 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  SAM TIMED WRITING 1  5 minutes  2 attempts (more if like)  CLICK the ***REPORT*** button at the bottom of the timed writing after each timing to get your report.  This week you will begin **Accuracy Emphasis** Lessons  Assessment 1  Lessons A, B, C, D, E  Timing 9-10 |
| **7** | 18 3 and 6  18R Review  19 $ and - (hyphen), Number Expression  20 # and /  21 % and !  **Accuracy Emphasis** -Assessment 2  Lessons F, G, H, I, J  **SAM TIMED WRITING 2 --5 minutes**  **2 attempts (more if you like)**  **CLICK the REPOT button at the bottom of the timed writing after each timing to get your report.**  Timing 11-12 |
| **8** | 22 ( and ) and Backspace Key  23 & and : (colon), Proofreaders’ Marks  24 Other Symbols  24R Review  25 Assessment  **Accuracy Emphasis -**Assessment 3  Lessons K, L, M, N, O  **SAM TIMED WRITING 3 --5 minutes**  **2 attempts (more if you like)**  Timed Writing 13-14 |
| **9** | **Accuracy Emphasis --**Assessment 4  Lessons P, Q, R, S, T  Assessment 5  **SAM TIMED WRITING 4 --5 minutes**  **TIMED WRITING 4**  Timing 15-16 |
| **10** | **Speed Emphasis**  **Assessment 1**  **Lessons A, B, C, D, E**  **SAM TIMED WRITING 5**  Timing 17-18 |
| **11** | Speed Emphasis  Assessment 2  Lessons F, G, H, I,  **SAM TIMED WRITING 6**  Timing 19-20 |
| **12** | Speed Emphasis  Assessment 3  Lessons K, L, M, N, O  **SAM TIMED WRITING 7** |
| **13** | Speed Emphasis  Assessment 4  Lessons P, Q, R, S, T  Assessment 5  SAM TIMED WRITING 8 |
| **14 & 15** | **WEEKS 14, 15 AND FINAL EXAM WEEK**  **Reserved for Final Timed Writings**  (all drill work must be submitted for credit before final timings can be completed) |

**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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