



Grande Prairie Regional College
School of Health, Wellness & Career Studies
Department of Business & Office Administration

COURSE OUTLINE – Winter 2020

OA 1231 A3 Skill Building I 1.5 (0-0-3) 45 Hours, 15 Weeks

Instructor	Dawn Greig	Phone	(780) 539-2873
Office	C203	Email	dgreig@gprc.ab.ca
Office Hours	Mon/Wed 10:00 am-11:30 am or by appointment Contact me anytime by email	Class	Tues & Thurs 8:30 – 9:50 am Room A312

Prerequisite(s)/corequisite(s):

None

Required Text/Resource Materials:

Open Educational Resource provided. Online lessons are found at
<https://officeadmingprc.typingclub.com>

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 all timed writings will be completed during class time.

Tentative Timeline	
Week	
1 Jan 7th Jan 9th	<p>Introduction to course, review course outline, course expectations, discuss Typing Club, in class drill work, printing credits.</p> <p>Getting to know your keyboard In class drill work: review of reaches for home row and upper row Timed Writing #1</p>
2 Jan 14th Jan 16th	<p>In class drill work: review of reaches for lower row and whole alphabet Timed Writing #2</p> <p>Typing Club: Typing Jungle Home Row Lessons 1-23, Top Row Lessons 24-51 Timed Writing #3</p>
3 Jan 21st Jan 23rd	<p>In class drill work: Specific Keyboard Rows; Specific Fingers Timed Writing #4</p> <p>Typing Club: Bottom Row Lessons 52-88 Timed Writing #5</p>
4 Jan 28th Jan 30th	<p>In class drill work: Adjacent/Vertical/Opposite-Hand Keys; Specific Keyboarding Reaches; Specific Kinds of Words; Word Recognition; Double Letters, Weak Fingers Timed Writing #6</p> <p>Typing Club: Basic Level 1 Lessons 89-126, Timed Writing #7</p>
5 Feb 4th Feb 6th	<p>In class drill work: Vertical Stroke Words, Double Letter Words Timed Writing #8</p> <p>Typing Club: Tricky Words I Lessons 127-137 & Shift Key 138-191 Time Writing #9</p>
6 Feb 11th	<p>In class drill work: Letter Combinations Timed Writing #10</p>



Feb 13th	Catch up day for all Typing Club and in class drill work Timed Writing #11
7 Feb 18th & 20th	Winter Break: No Classes
8 Feb 25th	In class drill work: Letter Combinations continued Timed Writing #12
Feb 27th	Typing Club: Common Patterns I Lessons 192-202 & Basic Level 2 Lessons 203-233 Timed Writing #13
9 Mar 3rd	In class drill work: Concentration Drills Timed Writing #14
Mar 5th	Typing Club: Tricky Words Lessons 234-244 Common Patterns 2 Lessons 275-285 Timed Writing #15
10 Mar 10th	Speed Emphasis In class drill work: Pyramid Sentences (3 sets of 10 timings of 15 seconds each) Timed Writing #16
Mar 12th	Typing Club: Basic Level 3 Lessons 286-316, Common Patterns 347-357 Timed Writing #17
11 Mar 17th	Business Conference: No Classes
Mar 19th	Typing Club: Advanced Level 1 Lessons 358-388 Timed Writing #18
12 Mar 24th	In class drill work: 3 minute paragraphs Timed Writing #19
Mar 26th	Typing Club: Tricky Words Lessons 419-429 & Advanced Level 2 Lessons 430 - 460 Timed Writing #20
13 Mar 31st	In class drill work: Pyramid Sentences (3 sets of 10 timings of 15 seconds each) Timed Writing #21
April 2nd	Typing Club: Advanced Level 3 Lessons 461-491 Timed Writing #20 (5 minutes)

<p style="text-align: center;">14 April 7th & April 9th</p>	<p>Complete and submit for credit all Typing Club, drill work and any outstanding timed writings by 9:50 a.m. April 9th to be eligible to write the final exam.</p> <p>Final Exam Testing will begin this week for eligible students.</p>
<p style="text-align: center;">Final Exam</p>	<p>FINAL EXAM: TO BE ANNOUNCED Consist of 3 - 5 minute Timed Writings (average of 3 will determine net words per minute and overall course grade)</p>

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:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Calendar at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student

Misconduct: Plagiarism and Cheating at <https://www.gprc.ab.ca/about/administration/policies>

**Note: all Academic and Administrative policies are available on the same page.