



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

COURSE OUTLINE – Fall 2017

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

Instructor	Cara Leaf	Phone	(780) 539-2879
Office	C411	Email	cleaf@gprc.ab.ca
Office Hours	T/TH 10:00-11:30 or by appointment Contact me anytime by email		

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.

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

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- Day2	HOME ROW AND H AND G 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 DO LOWER ROW REINFORCEMENT PRACTICE
WEEK 2 – Day 3	DO WHOLE ALPHABET REINFORCEMENT PRACTICE

Complete the Keyboarding Course using KEYBOARDING IN SKILLS ASSESSMENT MANAGER (SAM) ON-LINE SOFTWARE Lessons 1–25 in your text and KEYBOARDING IN SKILLS ASSESSMENT MANAGER (SAM) ONLINE SOFTWARE 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 1R Review 2 E and N 3 Review 4 Left Shift, H, T, Period
4	5–8	4R Review 5 R, Right Shift, C, O 5R Review 6 W, Comma, B, P 7 Review 8 G, Question Mark, X, U

Week	Lessons	Teaching/Learning/Evaluation Content
5	9–13	8R Review 9 Q, M, V, Apostrophe 9R 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	Skills Assessment Manager (SAM) On Line Software	TIMED WRITING 1 2 minutes 2 attempts (more if like) CLICK the REPORT button at the bottom of the timed writing after each timing to get your report.
6 continued	SKILLS ASSESSMENT MANAGER (SAM) On Line Software	Accuracy Emphasis Assessment 1 Lessons A, B, C, D, E
7	18–21	18 3 and 6 18R Review 19 \$ and - (hyphen), Number Expression 20 # and / 21 % and !
7 continued	SKILLS ASSESSMENT MANAGER (SAM)	Accuracy Emphasis Assessment 2 Lessons F, G, H, I, J

Week	Lessons	Teaching/Learning/Evaluation Content
7 continued	On Line Software SKILLS ASSESSMENT MANAGER (SAM)	Numeric Keypad (5 lessons) KPDO Skill Building Module
	Skills Assessment Manager (SAM) On Line Software	TIMED WRITING 2 2 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. Numeric Key Pad Timed Assignment 1
8	22–25	22 (and) and Backspace Key 23 & and : (colon), Proofreaders' Marks 24 Other Symbols 24R Review 25 Assessment
8 continued	SKILLS ASSESSMENT MANAGER (SAM) On Line Software	Accuracy Emphasis Assessment 3 Lessons K, L, M, N, O
8 continued	Skills Assessment Manager (SAM) On Line Software	TIMED WRITING 3 2 minutes 2 attempts (more if you like) CLICK the REPORT button at the bottom of the timed writing after each timing to get your report Numeric Key Pad Timed Assignment 2
9	KPDO Skill Building	Accuracy Emphasis Assessment 4 Lessons P, Q, R, S, T Assessment 5
9 continued	Skills Assessment Manager (SAM) On Line Software	TIMED WRITING 4 2 minutes 2 attempts (more if you like) CLICK the Report button at the bottom of the timed writing after each timing to get your report Numeric Key Pad 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	SKILLS ASSESSMENT MANAGER (SAM) On Line Software	Speed Emphasis Assessment 1 Lessons A, B, C, D, E
10 continued	Skills Assessment Manager (SAM) On Line Software	TIMED WRITING 5 2 minutes 2 attempts (more if you like) CLICK the Report button at the bottom of the timed writing after each timing to get your report Numeric Key Pad Timed Assignment 3
11	SKILLS ASSESSMENT MANAGER (SAM) On Line Software	Speed Emphasis Assessment 2 Lessons F, G, H, I, J
11 continued	Skills Assessment Manager (SAM) On Line Software	TIMED WRITING 6 3 minutes 2 attempts (more if you like) CLICK the REPORT button at the bottom of the timed writing after each timing to get your report Numeric Key Pad Timed Assignment 4
12	SKILLS ASSESSMENT MANAGER (SAM) On Line Software	Speed Emphasis Assessment 3 Lessons K, L, M, N, O
12 continued	Skills Assessment Manager (SAM) On Line Software	TIMED WRITING 7 3 minutes 2 attempts (more if you like) CLICK the Report button at the bottom of the timed writing after each timing to get your report

13	KPDO Skill Building	Accuracy Emphasis Assessment 4 Lessons P, Q, R, S, T Assessment 5
13 continued	Skills Assessment Manager (SAM) On Line Software	TIMED WRITING 8 5 minutes 2 attempts (more if you like) CLICK the REPORT button at the bottom of the timed writing after each timing to get your report
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	Skills Assessment Manager (SAM) On Line Software	TIMED WRITING 8 – Week 14 Class 1 TIMED WRITING 9 – Week 14 Class 2 TIMED WRITING 10 - Week 14 Class 3
15	Skills Assessment Manager (SAM) On Line Software	TIMED WRITING 11 – Week 15 Class 1 TIMED WRITING 12 – Week 15 Class 2 TIMED WRITING 13 - Week 15 Class 3
FINAL EXAM WEEK	Skills Assessment Manager (SAM) On Line Software	TIMED WRITING 14 And if required TIMED WRITING 15

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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