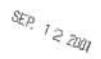
GRANDE PRAIRIE REGIONAL COLLEGE OFFICE ADMINISTRATION COURSE OUTLINE SKILL BUILDING I

OA 1231



Instructor:

Kelly Couher

Email: keoulter@gprc.ab.ca

Office: C214

Phone: 539-2829 Office Hours: Tuesday & Thursday 1:00 – 2:00

Prerequisite:

none

Text:

KeyChamp Sharp, Walter., Olinzock, Anthony., & Santos, Otto.,

Toronto, Ont. South-Western Educational Publishing

In addition, the Instructor may use other resources to supplement

the above material.

Course

Description:

This course focuses on the development of employable

keyboarding speed and accuracy through proven individualized

skill building drills.

Course

Objective:

The student will able to key by touch at a minimum of 40 net

words per minute on five-minute straight copy timed writings

which are administered in the final days of the course.

Grading:

Term assignment mandatory (Ergonomics)

Ending Production Test:

| Less than 20 nwpm | 1 |
|-------------------|----|
| 21-25 | 2 |
| 26-29 | 3 |
| 30 | 4 |
| 31-32 | 5 |
| 33-34 | 6 |
| 35-36 | 7 |
| 37-39 | 8 |
| 4() + | 41 |

Supplies:

Standard File Folder, two 3.5" High Density Computer Disks.

Black of Blue pens for checking for errors.

Office Administration 1231

Skill Building

Tentative Timeline

| WEEK | DAY 1 | DAY 2 | REFERENCE |
|------|---|---|---|
| 1 | Home Row keys | Home row Keys | Dictation |
| 2 | Review home row New Keys: R,I,H,T,& . Incorporate # keys with corresponding upper reach | Review Home row New Keys: O.G. U. Left shift. W. M,Y. Right shift Incorporate # keys with | Dictation MK Typing Software |
| | SSSSINGEST . | corresponding upper reach | |
| 3 | Review previous keys New Keys: P,C,Q,N,Z,V Complete # keys with each new upper reach | Review previous keys New keys: X,B,/,7,:,",' Timings | Dictation MK Typing Software Reaches Program |
| 4 | Review & Composing | Review & Composing | Reaches Program |
| 5 | Work on symbol keys (Shift + # keys) | Review all keys New keys: Tab key and Ctrl key | Mastering Keyboarding |
| 6 | Review function keys Introduce the Numeric Keypad | Work on Numeric Keypad | Mastering Keyboarding Reaches Program |
| 7 | Timings and Technique Work on Numeric Keypad | Review | Power Typing Drills |
| 8 | Start KeyChamp | Sessions I & 2 Technique Marking | Key Champ |
| 9 | KeyChamp Sessions 3 & 4 | KeyChamp Sessions 46 | KeyChamp |
| 10 | KeyChamp Sessions 7&8 | KeyChamp Sessions 9-11 | KeyChamp |
| 11 | KeyChamp Sessions TBA | KeyChamp Sessions TBA | KeyChamp |
| 12 | Exam Prep Year Review | Review | |