

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE
SKILL BUILDING I
OA 1231

SEP. 12 2001

Instructor:	Kelly Couher Office: C214 Phone: 539-2829 Office Hours: Tuesday & Thursday 1:00 – 2:00	Email: kcoulteri@gprc.ab.ca
Prerequisite:	none	
Text:	<u>KeyChamp</u> 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 wpm	1
	21-25	2
	26-29	3
	30	4
	31-32	5
	33-34	6
	35-36	7
	37-39	8
	40 +	9
Supplies:	Standard File Folder, two 3.5" High Density Computer Disks, Black or 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 corresponding upper reach	Dictation MK Typing Software
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 1 & 2 Technique Marking	Key Champ
9	KeyChamp Sessions 3 & 4	KeyChamp Sessions 4-6	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	