



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

COURSE OUTLINE – WINTER 2017
OA 1232 – SKILL BUILDING II – 1.5(0-0-3) 45 HOURS

Instructor	Cara Leaf	Phone	780-539-2879
Office	C411		
Office Hours	Wed/Thur 11:30-1:00 or anytime by appointment	E-mail	cleaf@gprc.ab.ca

CALENDAR DESCRIPTION:

This course focuses on the development of keyboarding speed and accuracy through proven individualized skill building drills.

PREREQUISITE(S)/COREQUISITE:

OA1231

REQUIRED TEXT/RESOURCE MATERIALS:

Sharp, Olinzock & Santos. Keychamp, 2nd edition. South-Western Educational Publishing, 1999.

OR

Keyboarding Drills for Beginners Course Pack
Skill Building Course Pack

DELIVERY MODE(S):

Lecture/Lab

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 40 net words per minute on five-minute copy timed writings.

TRANSFERABILITY:

***Warning:** Although we strive to make the transferability information in this document up-to-date and accurate, **the student has the final responsibility for ensuring the transferability of this course to Alberta Colleges and Universities.** Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at Alberta Transfer Guide main page <http://www.transferalberta.ca> or, if you do not want to navigate through few links, at <http://alis.alberta.ca/ps/tsp/ta/tbi/onlineearch.html?SearchMode=S&step=2>

** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. **Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

EVALUATION:

Timings	100%
Drill Work	Credit/Non-Credit

Timed tests are worth 100%. A combination of timings throughout the semester and the final timings will be used to determine the overall grade.

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.

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.

GRADING CRITERIA:

Grades will be assigned on the Letter Grading System.

DEPARTMENT OF OFFICE ADMINISTRATION			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Net Words Per Minute	Designation
A⁺	4.0	>50	EXCELLENT
A	4.0	49	
A⁻	3.7	48	FIRST CLASS STANDING
B⁺	3.3	47	
B	3.0	46	GOOD
B⁻	2.7	45	
C⁺	2.3	44	SATISFACTORY
C	2.0	43	
C⁻	1.7	42	
D⁺	1.3	41	MINIMAL PASS
D	1.0	40	
F	0.0	<39	FAIL
WF	0.0		FAIL, withdrawal after the deadline

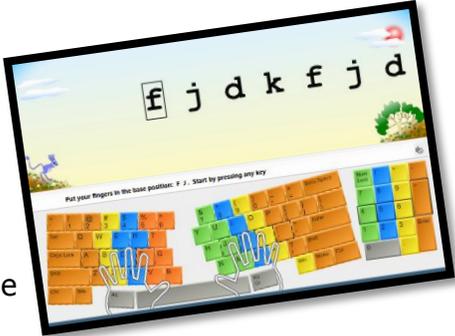
STATEMENT ON PLAGIARISM AND CHEATING:

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 Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <http://www.gprc.ab.ca/about/administration/policies/>

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

COURSE SCHEDULE/TENTATIVE TIMELINE:

Drill work and textbook work will be assigned each week. This work must be done in class. Each week will conclude, on Friday, with a 5 minute timed writing.

Tentative Timeline	
Week	
1	Remembering the split keyboard <ul style="list-style-type: none"> • Keyboard scheme Understanding ergonomics: <ul style="list-style-type: none"> • Sitting posture for typing • Home Row • Finger motion Initial drill work provided on Moodle 
2	Getting back to Keychamp Sessions 34-37 Timings 1-2
3	Keychamp Sessions 38-41 Timing 3-4
4	Warm up by completing Individual Digraph Practice Keychamp Sessions 42-45 Timing 5-6
5	Warm up by completing Individual Digraph Practice Keychamp Sessions 46-49 Timing 7-8
6	Warm up by completing Individual Digraph Practice Keychamp Sessions 50-53 Timing 9-10
7	Warm up by completing Individual Digraph Practice

	Keychamp Sessions 54-57 Timing 11-12
8	Warm up by completing Individual Digraph Practice Keychamp Sessions 58-61 Timing 13-14
9	Warm up by completing Individual Digraph Practice Keychamp Sessions 62-65 Timing 15-16
10	Warm up by completing Individual Digraph Practice Keychamp Sessions 66-69 Timing 17-18
11	Warm up by completing Individual Digraph Practice Keychamp Sessions 70-73 Timing 19-20
12	Warm up by completing Individual Digraph Practice Keychamp Sessions 74-75 Number drills (Moodle worksheets) Number Pad (moodle worksheets) Timing 21-22
13	Number drills Number pad Timing 23-24
14	Typing with Symbols (worksheets on Moodle) Timing 25
15	Final Exam Timings (all drill work must be submitted for credit before final timings can be completed)