



Grande Prairie Regional College

School of Health Wellness and Career Studies

Office Administration Department

COURSE OUTLINE – WINTER 2014

OA 1232 A3 Skill Building I 1.5 (0-0-3) Skill Building II

Instructor	Sharron Barr	Phone	(780) 539-2979 (780)897-6676
Office	A313B or C203	Email	sbarr@gprc.ab.ca
Office Hours	M-F: TBA or by appointment	Class	M/W/F: 9:00 – 9:50 Rm. A312

Prerequisite(s)/corequisite(s):

None

Required Text/Resource Materials:

Mitchell, King and Kapper, *Keyboarding & Applications I 6th Edition Sessions 1 – 60*

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):

Lab

Objectives:

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:

Timed tests are worth 50% and touch typing technique assessment is worth 50%. Net Words per Minute will be determined by five minute timings. A combination of timings throughout the semester and the final timings will be used to determine the overall grade. 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 writing 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 Grades will be based on your top 5 minute timed writing. Grades will be assigned on the Letter Grading System.

Course Schedule/Timeline:

Class time will include warm-up drills, structured 1, 3, and 5 minutes timed writing and assigned drill work including structured drills. Drill work will be assigned weekly and extra individualized drill work will be assigned based upon speed and accuracy needs as indicated by timed writings.

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Grading Conversion Chart

Alpha Grade	4-point Equivalent	Net Words Per Minute	Designation
A ⁺	4	>=45	EXCELLENT
A	4	44	
A ⁻	3.7	43	FIRST CLASS STANDING
B ⁺	3.3	42	
B	3	41	GOOD
B ⁻	2.7	40	
C ⁺	2.3	39	SATISFACTORY
C	2	38	
C ⁻	1.7	37	
D ⁺	1.3	36	MINIMAL PASS
D	1	35	
F	0	<35	FAIL

Department of Office Administration

Policy on Cell Phones, Other Personal Electronic Devices & Social Media

Users of cell phones and other personal electronic devices must be attentive to the needs, sensibilities and rights of other members of the College community. The use of these devices must not disrupt the functions of the College overall and its classrooms and labs. Instructors have the right to have strict individual policies related to cell phones in order to provide and maintain a classroom environment that is conducive to learning and the respect of others.

Cell phones, PDA's and pagers must be turned off and placed out of sight in classrooms and computer labs during instructional time. Devices can only be turned on and set to silent mode with the expressed consent of individual instructors. Sending or receiving text messages or gaming on a cell phone during class is not acceptable. In addition, cell phones and other personal electronic devices incorporating cameras must be turned off and out of sight in any area in which individuals have reasonable expectations of privacy. This includes classrooms and computer labs.

When class and lectures begin, please refrain from online activities that do not bring value to your learning and content being discussed. Think of personal time online in the same way employers view personal phone calls and emails at work. Instructors may utilize software monitoring programs or limit access to online applications during class time to eliminate distractions at your individual workstations. Instructors may have penalties for violations of this policy.

Some instructors may have penalties for violations. If cell phones, pagers, calculators, recorders, digital cameras, PDA's MP3 players or other personal electronic devices are used inappropriately for the purposes of cheating or academic dishonesty, then students who do so will be penalized appropriately under the Academic Honesty policy of Grande Prairie Regional College.

JANUARY SCHEDULE

PLEASE NOTE THAT YOU WILL BE ASSESSED AS NEEDING REVIEW OF YOU ALPHABETIC KEYS. Students needing a review will complete the alphabetic review in addition to learning the new keys and completing the structured drill work. This is a tentative schedule only. All drill work and timing will be completed as a class and during class time only unless assigned as homework.

Week	Class	Details
1	1	Timed writings and skills assessment. Students will completed timed writings and will have their touch typing skills evaluated.
	2	Alphabetic keys review Home row, H G Pyramid drills and Timed Production Work I
2	3	Alphabetic key review Upper Reaches Pyramid drills and 1 minute progressive timed writings
	4	Alphabetic keys review Lower Reaches Pyramid drills and 1 minutes progressive timed writings
	5	Alphabetic key review Whole Alphabet Rhythmic Drill Tape 2A 25 30 25 words per minute Timed Production Work II
INTRODUCTION OF NEW KEYS INCLUDING THE NUMBER 4 TH ROW KEYS AND SYMBOL KEYS in addition to continued drill work and timed		
3	6	UNIT 2 NUMBER ROW KEYS Complete Sessions 14, 15, 16 and 17 Due Friday
	7	Pyramid Drills and 1 minute progressive timed writings Rhythmic Drill Tape Drill work as assigned
	8	Two 5 minute timed writings Timed Production Work III Drill work as assigned
4	9	UNIT 3 PUNCTUATION AND SYMBOL KEYS Complete Session 18, 19, 20, 21, 22, 23 Due Friday
	10	Pyramid Drills and 1 minute progressive timed writings Rhythmic Drill Tape Drill work as assigned
	11	Two 5 minute timed writings Timed Production Work IV Drill Work as assigned
5	12	UNIT 4 NUMERIC KEY PAD Complete Session 24, 25, 26, and 27 Due Friday
	13	Pyramid Drills and 1 minute timed writings Rhythmic Drill Tape Drill work as assigned
	15	Two 5 minute timed writings Timed Production Work V Drill Work as assigned

