**Grande Prairie Regional College**

**School of Health, Wellness & Career Studies**

**Department of Business & Office Administration**

**COURSE OUTLINE – Fall 2019  
OA 1231 A2 Skill Building I 1.5 (0-0-3) 45 Hours, 15 Weeks**

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| **Instructor** | Dawn Greig | **Phone** | (780) 539-2873 |
| **Office** | C203 | **Email** | dgreig@gprc.ab.ca |
| **Office Hours** | Tu/Thurs 11:30-1:00 pm  or by appointment  Contact me anytime by email | **Class** | Mon & Wed 8:30 – 9:50 a.m.  Room A312 |

**Prerequisite(s)/corequisite(s):**

None

**Required Text/Resource Materials:**

Open Educational Resource provided. Online lessons are found at https://officeadmingprc.typingclub.com

**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.

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| **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 |

**Course Schedule/Timeline:**

Drill work will be assigned weekly and extra timed writings will be completed during class time.

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| **Tentative Timeline** | |
| **Week** |  |
| **1 Sept 4, 2019** | Introduction to course, review course outline, course expectations,  discuss Typing Club and in class drill  work, printing credits. |
| **2 Sept 9th    Sept 11th** | Getting to know your keyboard  In class drill work: review of reaches for home row and upper row Timed Writing #1 (3 minutes)  In class drill work: review of reaches for lower row and whole alphabet  Timed Writing #2 (3 minutes) |
| **3 Sept 16th**  **Sept 18th** | In class drill work: Specific Keyboard Rows; Specific Fingers; Specific Hands  Timed Writing #3 (3 minutes)  Typing Club: Home Row Lessons 1-23, Top Row Lessons 24-51 Timed Writing #4 (3 minutes) |
| **4 Sept 23rd**  **Sept 25th** | In class drill work: Adjacent/Vertical/Opposite-Hand Keys; Specific Keyboarding Reaches; Specific Kinds of Words; Word Recognition; Double Letters, Weak Fingers  Timed Writing #5 (4 minutes)  Typing Club: Bottom Row Lessons 52-88 Timed Writing #6: (4 minutes) |
| **5 Sept 30th   Oct 2nd** | In class drill work: Vertical Stroke Words, Double Letter Words Timed Writing #7 (5 minutes)  Typing Club: Basic Level 1 Lessons 89-126, Tricky Words I Lessons 127-137 Time Writing #8: Hidden Keyboard (5 minutes) |
| **6 Oct 7th**  **Oct 9th** | In class drill work: Letter Combinations Timed Writing #9 (5 minutes)  Typing Club: Shift Key Lessons 138-191, Common Patterns I Lessons 192-202 Timed Writing #10 |
| **7 Oct 14th**  **Oct 16th** | Thanksgiving: No Class  Typing Club: Basic Level 2 Lessons 203-233, Tricky Words 2 Lessons 234-244 Timed Writing #11 (5 minutes) |
| **8**  **Oct 21st**  **Oct 23rd** | In class drill work: Letter Combinations continued  Timed Writing #12 (5 minutes)  Typing Club: Numbers Lessons 245-274, Common Patterns 2 Lessons 275-285 Timed Writing #13 (5 minutes) |
| **9 Oct 28th   Oct 30th** | In class drill work: Concentration Drills  Timed Writing #14 (5 minutes)  Typing Club: Basic Level 3 Lessons 286-316, Symbols Lessons 317-346 Timed Writing #15 (5 minutes) |
| **10 Nov 4th   Nov 6th** | Speed Emphasis:  In class drills: Pyramid Sentences (3 sets of 10 timings of 15 seconds each)  Timed Writing #16 (5 minutes)  Typing Club: Common Patterns 347-357, Advanced Level 1 Lessons 358-388  Timed Writing #17 |
| **11 Nov 11th**  **Nov 13th** | Remembrance Day: No Class  Typing Club: More Symbols Lessons 389-418  Timed Writings #18 (5 minutes) |
| **12 Nov 18th**  **Nov 20th** | In class drill work: Pyramid Sentences (3 sets of 10 timings of 15 seconds each) Timed Writing #19 (5 minutes)  Typing Club: Tricky Words Lessons 419-429, Advanced Level 2 Lessons 430-460 Timed Writing #20 (5 minutes) |
| **13 Nov 25th**  **Nov 27th** | In class drill work: Speed Emphasis – 3 Minute Paragraphs (7)  Timed Writing #21 (5 minutes)  Typing Club: Advanced Level 3 Lessons 461-491, Advanced Level 4 492-524  Timed Writing #22 (5 minutes) |
| **14 Dec 2nd**  **Dec 4th** | Typing Club: Advanced Level 5 Lessons 525-557 Timed Writing #23  Typing Club: Work to complete all typing club lessons and outstanding drill work Timed Writing #24 (5 minutes) |
| **15**  **Dec 9th** | **WEEK 15 AND FINAL EXAM WEEK**  **Reserved for Timed Writings & Final Exams**  (all drill work, timed writings and Typing Club must be complete and submitted for credit no later than 9:50 a.m. Dec 9th, 2019 to be eligible to write the final exam) |

**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:**

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

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