GPRC

Grande Prairie Regional College
Department of Business & Office Administration
COURSE OUTLINE – FALL 2015

OA 1231 B2 Skill Building I 1.5 (0-0-3) 45 Hours
Monday, Wednesday, Friday 9 – 9:50 Room A312

Instructor	Cara Leaf	**Phone**	(780) 539-2879
Office	C411	**Email**	cleaf@gprc.ab.ca
Office Hours	Mon/Wed 11:30-12:30 or by appointment Contact me anytime by email	**Class**	M/W/F: 9:00-9:50 Rm. A312

Prerequisite(s)/corequisite(s):

None

Required Text/Resource Materials:

In house course pack to be purchased at Bookstore

Keyboarding Drills for Beginners Course Pack

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.

Course Outcome:

The student will be able to key by touch at a minimum of 25 net words per minute on five-minute copy timed writings.

Grading Criteria:

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.

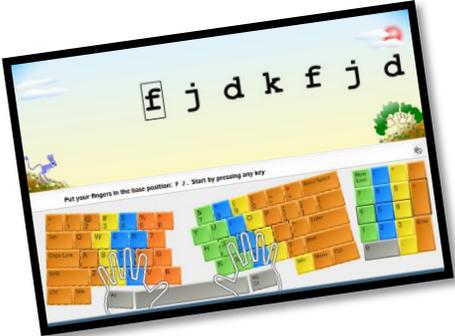Grades will be assigned on the Letter Grading System.

Evaluation:

Office Administrative Department

Grading Conversion Chart

Alpha Grade	4-point Equivalent	Net Words Per Minute	Designation
A$^+$	4	>=35	EXCELLENT
A	4	34	
A$^-$	3.7	33	FIRST CLASS STANDING
B$^+$	3.3	32	
B	3	31	GOOD
B$^-$	2.7	30	
C$^+$	2.3	29	SATISFACTORY
C	2	28	
C$^-$	1.7	27	
D$^+$	1.3	26	MINIMAL PASS
D	1	25	
F	0	<25	FAIL

Course Schedule/Timeline:

Drill work will be assigned weekly and extra individualized drill work (individual KeyChamp practices) will be assigned based upon speed and accuracy needs as indicated by timed writings.

Tentative Timeline	
Week	
1	Learning the split keyboard • Keyboard scheme Understanding ergonomics: • Sitting posture for typing • Home Row • Finger motion Initial drill work
2	The ABC's of touch typing Getting to know your keyboard--Drill work (handout) Timing 1-2
3	Introduction to Keychamp Sessions 1&2 Timing 3-4
4	Warm up by completing Individual Digraph Practice Keychamp Sessions 3-5 Timing 5-6
5	Warm up by completing Individual Digraph Practice Keychamp Sessions 6-8 Timing 7-8
6	Warm up by completing Individual Digraph Practice Keychamp Sessions 9-11 Timing 9-10
7	Warm up by completing Individual Digraph Practice Keychamp Sessions 12-14 Timing 11-12
8	Warm up by completing Individual Digraph Practice Keychamp Sessions 15-17 Timing 13-14

9	Warm up by completing Individual Digraph Practice
	Keychamp Sessions 18-20
	Timing 15-16
10	Warm up by completing Individual Digraph Practice
	Keychamp Sessions 21-23
	Timing 17-18
11	Warm up by completing Individual Digraph Practice
	Keychamp Sessions 24-26
	Timing 19-20
12	Warm up by completing Individual Digraph Practice
	Keychamp Sessions 27-29
	Timing 21-22
13	Warm up by completing Individual Digraph Practice
	Keychamp Sessions 30-32
	Timing 23-24
14	Warm up by completing Individual Digraph Practice
	Keychamp Sessions 33-34
	Timing 25
15	Final Exam Timings (all drill work must be submitted for credit before final timings can be completed)

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:

Refer to the College Policy on Student Misconduct: Plagiarism and Cheating at

https://www.gprc.ab.ca/files/forms_documents/Student_Misconduct.pdf

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