GPRC

**Grande Prairie Regional College
Department of Business & Office Administration
COURSE OUTLINE – FALL 2016**

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	Wed/Fri 11:30-12:30 or by appointment Contact me anytime by email	**Class**	M/W/F: 9:00-9:50 Rm. A312

Calendar Description:

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

Prerequisite(s)/corequisite(s):

None

Required Text/Resource Materials:

In house course pack to be purchased at Bookstore

Keyboarding Drills for Beginners Course Pack

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 25 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/onlinesearch.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**

Evaluations:

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.

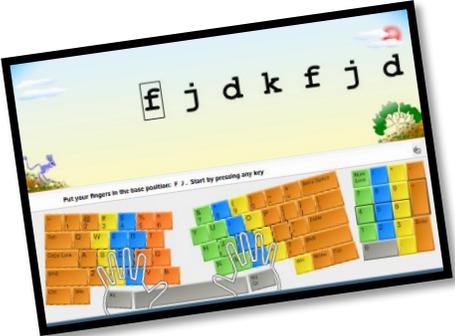Grades will be assigned on the Letter Grading System.

Grading Criteria:

Office Administrative Department

Grading Conversion Chart

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

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.