

## DEPARTMENT OF BUSINESS & OFFICE ADMINISTRATION

### COURSE OUTLINE – Winter 2023

OA 1231 Skill Building I EC 1.5 (0-0-3) 45 Hours for 15 weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land. We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

|                     |                                 |               |  |
|---------------------|---------------------------------|---------------|--|
| <b>Instructor</b>   | Cara Leaf                       | <b>Phone</b>  | 539-2879   |
| <b>Office</b>       | C411                            | <b>E-mail</b> | <a href="mailto:CLeaf@nwpolytech.ca">CLeaf@nwpolytech.ca</a> |
| <b>Office Hours</b> | Anytime by Appointment or email |               |  |

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### 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:

No text is required for this course.

All lessons are found online through our subscription with **Typing Club**.

Class code is **LBKENCQ**. The joinable URL is:

<https://officeadmingprc.typingclub.com/signup/LBKENCQ>

## Delivery Mode:

Online Delivery. This course is delivered online. There are no face-to-face or onsite requirements. Students must have a computer with a webcam and reliable internet connection. Technological support is available through [helpdesk@nwpolytech.ab.ca](mailto:helpdesk@nwpolytech.ab.ca).

## Credit/Contact Hours:

1.5 credits/ 45 contact hours

## Course Objective:

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.

## Transferability:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.ca>.

\*\* 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 |

**All drill work must be completed in order to attempt the final exam timings. Only those timed writings completed using prescribed touch typing techniques will be accepted for grading. FINAL TIMED WRITING MUST BE COMPLETED IN AN ONLINE ZOOM MEETING DURING THE FINAL EXAM WEEK.**

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.

**Office Administrative Department**

**Grading Conversion Chart**

| <b>Alpha Grade</b> | <b>4-point Equivalent</b> | <b>Net Words Per Minute</b> | <b>Designation</b>   |
|--------------------|---------------------------|-----------------------------|----------------------|
| A <sup>+</sup>     | 4                         | >=40                        | EXCELLENT            |
| A                  | 4                         | 39                          |                      |
| A <sup>-</sup>     | 3.7                       | 38                          | FIRST CLASS STANDING |
| B <sup>+</sup>     | 3.3                       | 37                          |                      |
| B                  | 3                         | 36                          | GOOD                 |
| B <sup>-</sup>     | 2.7                       | 35                          |                      |
| C <sup>+</sup>     | 2.3                       | 34                          | SATISFACTORY         |
| C                  | 2                         | 33                          |                      |
| C <sup>-</sup>     | 1.7                       | 32                          |                      |
| D <sup>+</sup>     | 1.3                       | 31                          | MINIMAL PASS         |
| D                  | 1                         | 30                          |                      |
| F                  | 0                         | <30                         | FAIL                 |

**STUDENT RESPONSIBILITIES:**

Refer to <https://www.nwpolytech.ab.ca/about/administration/policies/fetch.php?ID=69>

**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.nwpolytech.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <https://www.nwpolytech.ab.ca/about/administration/policies/index.html>

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

## Course Schedule/Timeline:

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

| <b>Tentative Timeline</b> |  |
|---------------------------|--|
| <b>Week</b>               |  |
| <b>1</b>                  | Course Overview: Course Outline/Timeline/Get to know your course space   |
| <b>2</b>                  | Learning the split keyboard <ul style="list-style-type: none"> <li>• Keyboard scheme</li> <li>• Understanding ergonomics:</li> <li>• Sitting posture for typing</li> <li>• Home Row</li> <li>• Finger motion</li> </ul> Getting to know your keyboard--Drill work (Moodle) |
| <b>3</b>                  | <b>Starting Typing Club --</b><br>Home Row Lessons<br>Top Row Lessons  |
| <b>4</b>                  | Bottom Row Lessons 52-88   |
| <b>5</b>                  | Basic Level 1 :<br>Tricky Words:   |
| <b>6</b>                  | Shift Key:   |
| <b>7</b>                  | Common Patterns 1:<br>Basic Level 2:   |
| <b>8</b>                  | <b>WINTER BREAK</b>  |
| <b>9</b>                  | Tricky Words 2:<br>Numbers   |
| <b>10</b>                 | Common Patterns<br>Basic Level 3   |
| <b>11</b>                 | Symbols:   |
| <b>12</b>                 | Symbols<br>Symbols Drills (online)   |
| <b>13</b>                 | Advanced Level 1: Lessons 358-388<br><b>Hard Copy:</b> Vertical Stroke Word, Double Letter Words   |
| <b>14</b>                 | More Symbols:<br>Tricky Words:   |
| <b>15</b>                 | <b>Reserved for Final Timed Writings – MUST BE COMPLETED SYNCHRONOUSLY IN AN ONLINE ZOOM MEETING</b><br>(all drill work must be submitted for credit before final timings can be attempted)  |