



DEPARTMENT OF BUSINESS & OFFICE ADMINISTRATION

COURSE OUTLINE – WINTER 2017

OA 1231 ED/HI SKILL BUILDING I - 1.5 (0-0-3) 45 HOURS

MONDAY, WEDNESDAY, FRIDAY; 9:00 - 9:50 AM

Instructor: Lacie Reilly
Office: Edson
Office Hours: by appointment

Phone: 780.723.5206
Email: LReilly@gprc.ab.ca

CALENDAR DESCRIPTION:

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

PREREQUISITE(S)/COREQUISITE:

None

REQUIRED TEXT/RESOURCE MATERIALS:

No text is required for this course.

CREDIT/CONTACT HOURS:

1.5 credits/ 45 contact hours

DELIVERY MODE:

Directed drill instruction and participation in online training.

COURSE OBJECTIVES:

Understanding the key role touch typing skills have on an individual's employability.
Development of keyboarding speed and accuracy.

COURSE OUTCOME:

The student will be able to key by touch at a minimum of 35 net words per minute on five-minute timed writings.

TRANSFERABILITY:

This course is not intended to be transferable to other post-secondary institutions. Consult the Alberta Transfer Guide for more details at <http://www.transferralberta.ca>. Please note a final 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

EVALUTION:

Timed tests are worth 100% of the mark. The top five scores throughout the semester will comprise 50% of the score. The top five scores during the final week of classes will comprise the other 50%. Net Words per Minute will be determined by five minute timings. Net Words will be calculated using the following format:

Gross Words per Minute (GWPM) minus 2 for each error equals Net Words per Minute (NWPM)

Only those timed writings completed using prescribed touch typing techniques will be accepted for grading. All timed writings must be completed under the direct supervision of the instructor.

GRADING CRITERIA:

Please note that most post-secondary institutions will not accept your course for transfer credit if your grade is less than C-.

GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A ⁺	4.0	≥35	EXCELLENT
A	4.0	34	
A ⁻	3.7	33	FIRST CLASS STANDING
B ⁺	3.3	32	
B	3.0	31	GOOD
B ⁻	2.7	30	
C ⁺	2.3	29	SATISFACTORY
C	2.0	28	
C ⁻	1.7	27	
D ⁺	1.3	26	MINIMAL PASS
D	1.0	25	
F	0.0	<25	FAIL
WF	0.0		FAIL, withdrawal after the deadline

STUDENT RESPONSIBILITIES

Please refer to:

<https://www.gprc.ab.ca/about/administration/policies/index.html#POL69>

STATEMENT ON PLAGIARISM AND CHEATING

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

<https://www.gprc.ab.ca/about/administration/policies/index.html#POL68>

**** NOTE:** all Academic and Administrative policies are available at

<http://www.gprc.ab.ca/about/administration/policies/>

COURSE SCHEDULE/TIMELINE

Tentative Timeline	
Week	
1 & 2	Learning the keyboard Understanding Ergonomics and Introduction to Ultimate Typing software Timings 1-2
3	Beginner Courses in Ultimate Typing Top Row Timings 3-4
4	Beginner Courses in Ultimate Typing Bottom Row Timings 5-6
5	Beginner Courses in Ultimate Typing Shift Key Timings 7-8
6	Beginner Courses in Ultimate Typing Punctuation Timings 9-10
7	Beginner Courses in Ultimate Typing Quotes and Punctuation Review Timings 11-12
8	Beginner Courses in Ultimate Typing Numeric Keypad Introduction Timings 13-14
9	Beginner Courses in Ultimate Typing Symbols Introduction Timings 15-16
10	Accuracy Courses in Ultimate Typing Words Timings 17-18
11	Accuracy Courses in Ultimate Typing Sentences Timings 19-20
12	Speed Courses in Ultimate Typing Words Timing 21-22
13 to 15	Final Exam Timings in class