



**Grande Prairie Regional College**  
**School of Health, Wellness & Career Studies**  
**Department of Business & Office Administration**

**COURSE OUTLINE – FALL 2019**  
**OA 1232 A2– SKILL BUILDING II – 1.5(0-0-3) 45 HOURS**

<b>Instructor</b>	Cara Leaf	<b>Phone</b>	780-539-2879
<b>Office</b>	C411		
<b>Office Hours</b>	M/T/Th 10:00-11:30 or anytime by appointment	<b>E-mail</b>	<a href="mailto:cleaf@gprc.ab.ca">cleaf@gprc.ab.ca</a>

**CALENDAR DESCRIPTION:**

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

**PREREQUISITE(S)/COREQUISITE:**

OA1231

**REQUIRED TEXT/RESOURCE MATERIALS:**

Open Education Resources provided

**DELIVERY MODE(S):**

Lecture/Lab

**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 40 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**

## EVALUATION:

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.**

**GRADING CRITERIA:**

Grades will be assigned on the Letter Grading System.

<b>DEPARTMENT OF OFFICE ADMINISTRATION</b>			
<b>GRADING CONVERSION CHART</b>			
<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Net Words Per Minute</b>	<b>Designation</b>
<b>A<sup>+</sup></b>	<b>4.0</b>	<b>&gt;50</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4.0</b>	<b>49</b>	
<b>A<sup>-</sup></b>	<b>3.7</b>	<b>48</b>	<b>FIRST CLASS STANDING</b>
<b>B<sup>+</sup></b>	<b>3.3</b>	<b>47</b>	
<b>B</b>	<b>3.0</b>	<b>46</b>	<b>GOOD</b>
<b>B<sup>-</sup></b>	<b>2.7</b>	<b>45</b>	
<b>C<sup>+</sup></b>	<b>2.3</b>	<b>44</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2.0</b>	<b>43</b>	
<b>C<sup>-</sup></b>	<b>1.7</b>	<b>42</b>	
<b>D<sup>+</sup></b>	<b>1.3</b>	<b>41</b>	<b>MINIMAL PASS</b>
<b>D</b>	<b>1.0</b>	<b>40</b>	
<b>F</b>	<b>0.0</b>	<b>&lt;39</b>	<b>FAIL</b>
<b>WF</b>	<b>0.0</b>		<b>FAIL, withdrawal after the deadline</b>

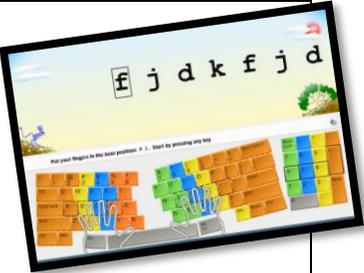
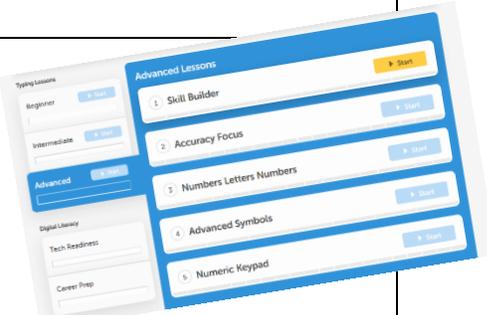
## STATEMENT ON PLAGIARISM AND CHEATING:

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.

## COURSE SCHEDULE/TENTATIVE TIMELINE:

Drill work and textbook work will be assigned each week. This work must be done in class. Each week will conclude, on Friday, with a 5 minute timed writing.

Week	Drill Work
<b>Week 1</b>	Remembering the split keyboard Keyboard Scheme Understanding ergonomics:  Sitting posture for typing Home Row Finger motion Initial drill work provided on Moodle 
<b>Week 2</b>	Keyboard Review Work through all Advanced lessons  <b>Timed Writing 1</b> 
<b>Week 3</b>	<a href="#">Log in</a> to Typing Club Program and complete the following:  Typing Basics: Alphabet Lessons 1-35 Advanced Level 1 – Lessons 36-49  <b>Timed Writing 2</b>
<b>Week 4</b>	Tricky Words Lessons 419-429 DC typing: Power of Computers Lesson 1-21 Ava and the Rabbit Chapter 1 Going Solo Chapter 1 <b>Timed Writing 3</b>

<b>Week 5</b>	<p>Advanced Level 2 Lessons 430-460  DC Typing: Stay Safe online Lessons 22-46  Ava and the Rabbit Chapter 2  Going Solo Chapter 2  <b>Timed Writing 4</b></p>
<b>Week 6</b>	<p>Advanced Level 3 Lessons 461-491  DC Typing: Strong Passwords Lessons 47-73  Ava and the Rabbit Chapter 3  Going Solo Chapter 3  <b>Timed Writing 5</b></p>
<b>Week 7</b>	<p>Advanced Level 4 Lessons 492-524  DC Typing: Communities &amp; Communication Lessons 74-101  Ava and the Rabbit Chapter 4  Going Solo Chapter 4</p>
<b>Week 8</b>	<p>Advanced Level 5 Lessons 525-557  DC Typing: Can I trust this Site Lessons 102-133  The Perfect Match: Chapter 1  <b>Timed Writing 6</b></p>
<b>Week 9</b>	<p>Advanced Level 6 Lesson 558-590  DC Typing: Active Breaks Lessons 134-154  The Perfect Match: Chapter 2  <b>Timed Writing 7</b></p>
<b>Week 10</b>	<p>Short Week  Advanced level 7 Lessons 591-621  The Perfect Match: Chapter 3  <b>Timed Writing 8</b></p>
<b>Week 11</b>	<p>Advanced Level 8 Lessons 622-652  DC Typing Searching the Internet Lessons 155-181  The Perfect Match: Chapter 4  <b>Timed Writing 9</b></p>
<b>Week 12</b>	<p>Advanced Level 9 Lessons 653-684  DC Typing: Creative Credit Lessons 182-206  <b>Timed Writing 10 and 11</b></p>

<b>Week 13</b>	Typing with Symbols (worksheets on Moodle) Number drills (Moodle worksheets) Number Pad (Moodle worksheets) <b>Timings 12 &amp; 13</b>
<b>Week 14</b>	DC Typing: Be kind Lessons 207-232 Review any lessons or reaches you need. <b>Timings 14 &amp; 15</b>
<b>Week 15</b>	Final Exam Timing