DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE –Winter 2023

OA 1232 EC Skill Building II 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.

INSTRUCTOR:	Janelle MacRae	**PHONE:**	780-539-2215
OFFICE:	C305	**E-MAIL:**	jmacrae@NWpolytech.ca
OFFICE HOURS:	Appointments can be made via email		

CALENDAR DESCRIPTION:

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

PREREQUISITE(S)/COREQUISITE:

OA 1231

REQUIRED TEXT/RESOURCE MATERIALS:

No text is required for this course.

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

Software & Network requirements

The following are required to participate in this course:

• Web Browser: Google Chrome (with auto updates enabled)

• Microsoft Office 2019/365 (free student download for NWP students)

• Internet: DSL, Cable or LTE wireless internet – 1.5 Mbps upload, 1.5 Mbps download

DELIVERY MODE(S):

Online - This type of course will be offered online. There are no set class times and students attend remotely and asynchronously. This is a paced online course, meaning there are weekly requirements that must be met. Students will be expected to work through class material on the MyClass course page and all accompanying resources. Technological support is available through helpdesk@nwpolytech.ab.ca

COURSE OBJECTIVES:
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:

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**

EVALUATIONS:
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:

GRADING CRITERIA:
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

Alpha Grade	4-point Equivalent	Net Words Per Minute	Designation
A+	4	>=50	EXCELLENT
A	4	49	
A−	3.7	48	FIRST CLASS STANDING
B+	3.3	47	
B	3	46	GOOD
B−	2.7	45	
C+	2.3	44	SATISFACTORY
C	2	43	
C−	1.7	42	
D+	1.3	41	MINIMAL PASS
D	1	40	
F	0	<40	FAIL

STUDENT RESPONSIBILITIES:

Students must read, understand and comply with Northwestern Polytechnic academic policies.

**Note: all Academic and Administrative policies are available at NWP Policies | Northwestern Polytechnic (nwpolytech.ca)

EMAIL CORRESPONDENCE:

*All email correspondence must be sent from your Northwestern Polytechnic student email account and must be professionally formatted (i.e., subject line filled in, proper greeting, spelling, and grammar check, etc.). Emails that do not follow the above requirements will not be responded to.

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 Northwestern Polytechnic Calendar at https://www.nwpolytech.ca/programs/calendar/ or the Student Rights and Responsibilities policy which can be found at https://www.nwpolytech.ca/about/administration/policies/index.html.

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

SOFTWARE & NETWORK REQUIREMENTS

Please see doc.php (nwpolytech.ca) for minimum device requirements

COURSE MANAGEMENT SYSTEM

NWP uses the "myClass" (D2L) online course management system.
To access myClass (D2L), visit https://myClass.gprc.ab.ca/