



DEPARTMENT of BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE –SPRING/SUMMER 2021

OA1232 (EC): Skill Building II – 1.5 (0-0-3) 45 Hours 13 weeks

INSTRUCTOR: Michelle Wallace **PHONE:** 780 539 2755
OFFICE: Home office due to pandemic **E-MAIL:** mwallace@gprc.ab.ca
OFFICE HOURS: Via email

SPRING/SUMMER 2021 DELIVERY:

Online Delivery. This course is delivered remotely. 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@gprc.ab.ca

Note: GPRC reserves the right to change the course delivery.

CALENDAR DESCRIPTION:

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

PREREQUISITE(S)/COREQUISITE:

OA1231 or permission of instructor

REQUIRED TEXT/RESOURCE MATERIALS:

- No text required for this course.
- Open Educational Resource provided
- All lessons are found online through our subscription with Typing Club.

Link: <https://officeadmingprc.typingclub.com>

Class Code: AUV5S9U

DELIVERY MODE(S):

Participation and drill work – online delivery

COURSE OBJECTIVES:

- Understanding the key role typing skills have when it comes to a person's employability.
- Development of keyboarding speed and accuracy

LEARNING OUTCOMES:

The student will be able to key touch 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 (Final Exam)	100%
Drill Work	Credit/ Non-Credit

All assigned course 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.

Net words per minutes will be determined by five-minute timings. Net words will be calculated using the following formula:

$$\text{Gross words per minute} - (\text{minus}) 2 \text{ for each error} = \text{Net words per minute.}$$

GRADING CRITERIA: (The following criteria may be changed to suite the particular course/instructor)

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100		C+	2.3	67-69
A	4.0	85-89		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Dates	Activity
1	May 3 – May 9	Course Overview Introduce Yourself Refreshing your Keying Techniques Do’s & Don’t of Typing (Video) Assignment: Drill Work: Home Row with G & H
2	May 10- May 16	Assess your ergonomic arrangement for online learning Begin advanced lessons in Typing Club. Assignment: Ergonomic Assessment
3	May 17- May 23	Typing Club: Complete all exercises as indicated in module introduction. Timed Writing: 1&2
4	May 24 – May 30	Typing Club: Complete all exercises as indicated in module introduction. Timed Writing: 3
5	May 31 – June 6	Typing Club: Complete all exercises as indicated in module introduction. Timed Writing: 4
6	June 7 – June 13	Complete all exercises in Typing Club, as indicated in the module introduction. Timed Writing: 5
7	June 14 – June 20	Complete all exercises in Typing Club, as indicated in the module introduction. Assignment: Keying Technique video & drill work
8	June 21 – June 27	Complete all exercises in Typing Club, as indicated in the module introduction. Timed Writing: 6

9	June 28 – July 4	Complete all exercises in Typing Club, as indicated in the module introduction. Timed Writing: 7 & 8
10	July 5 – July 11	Complete all exercises in Typing Club, as indicated in the module introduction. Assignment: Traditional Drill Work
11	July 12 – July 18	Complete all exercises in Typing Club, as indicated in the module introduction. Timed Writing: 9
12	July 19 – July 25	Complete all exercises in Typing Club, as indicated in the module introduction. Assignment: Traditional Drill Work – 3 Minute Paragraphs & Shift Key
13	July 26 – July 31	Final Exam

*All assignments, drill work and timed writings are due on Sunday at 11:59pm

STUDENT RESPONSIBILITIES:

Students are responsible for completed assignments prior to the due date. **All course works must be completed in order to attain a grade in this course.** Assigned work is due on the dates set by the instructor.

Note: All Academic and Administrative policies are available at:

<https://www.gprc.ab.ca/about/adminstration/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 Calendar at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <https://www.gprc.ab.ca/about/administration/policies>

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