



COURSE OUTLINE – Fall 2019

OA 1231 B2 Skill Building I 1.5 (0-0-3) 45 Hours

Instructor	Cara Leaf	Phone	(780) 539-2879
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Office Hours	M/T/ 10:00-11:30 or by appointment Contact me anytime by email	Class	M/W 8:30-9:50 Rm. A312

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 **UP653BM**.

The joinable URL is:

<https://officeadmingprc.typingclub.com/signup/UP653BM>

Calendar Description:

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

Credit/Contact Hours:

1.5 credits/ 45 contact hours

Delivery Mode(s):

Directed drill instruction and participation.

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 **30 net words** per minute on five-minute copy timed writings.

Grading Criteria:

Timings 100%
Drill Work Credit/Non-Credit

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.

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.

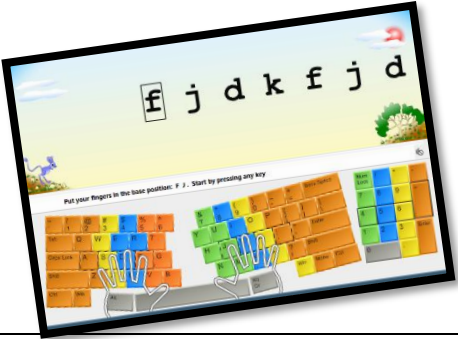
Office Administrative Department

Grading Conversion Chart

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

Course Schedule/Timeline:

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

Tentative Timeline	
Week	
Day 1	<p>Course Overview:</p> <ul style="list-style-type: none"> • Course Outline • Timeline • Timing 1 
1	<p>The ABC's of touch typing Learning the split keyboard</p> <ul style="list-style-type: none"> • Keyboard scheme • Understanding ergonomics: • Sitting posture for typing • Home Row • Finger motion <p>Getting to know your keyboard--Drill work (Moodle) Timing 2</p>
2	<p>Starting Typing Club -- Typing Jungle: Home Row Lessons 1–23 Top Row Lessons 24-51 Right Hand Typing: Venture Out Lessons 24-43 Left Hand Typing: Venture Out Lessons 24-43 Timing 3</p>
3	<p>Typing Jungle: Bottom Row Lessons 52-88 Left Hand Typing: All the Way Lessons 44-66 Right Hand Typing: All the Way Lessons 44-46 Timing 4</p>

4	Typing Jungle Basic Level 1 : Lessons 89 -126 Tricky Words: Lessons 127-137 Typing Basics: Alphabet Lessons 6-35 Timing 5
5	Typing Jungle Shift Key: Lessons 138-191 Left Hand Shift Key Lessons 108-156 Right Hand Shift Key Lessons 108-156 Timing 6
6	Typing Jungle Common Patterns 1: Lessons 192-202 Basic Level 2: Lessons 203-233 Typing Basic: Advanced Level 1 Lessons 57-70 Timing 7
7	Typing Jungle Tricky Words 2: Lessons 234-244 Numbers: Lessons 245-274 Typing Basics Numbers: Lessons 71-76 Timed Writing 8
8	Typing Jungle Common Patterns 2: Lessons 275-285 Basic Level 3: Lessons 286-316 Timing 9
9	Typing Jungle Symbols : Lessons 217-346 Symbols Handout Timing 10
10	Typing Basics Symbols Lessons 91-100 Typing Jungle Common Patterns 3: Lessons 347-357 Timing 11

11	Typing Jungle Advanced Level 1: Lessons 358-388 Hand out: Vertical Stroke Word, Double Letter Words Timing 12
12	Typing Jungle More Symbols: Lessons 389-418 Tricky Words: Lessons 419-429 Timing 13
13 & 14	WEEKS 13, 14 AND FINAL EXAM WEEK Reserved for Final Timed Writings (all drill work must be submitted for credit before final timings can be attempted)

STUDENT RESPONSIBILITIES:

Refer to

https://www.gprc.ab.ca/files/forms_documents/StudentRightsandResponsibilities.pdf

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

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

STATEMENT ON PLAGIARISM AND CHEATING:

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

https://www.gprc.ab.ca/files/forms_documents/Student_Misconduct.pdf

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