



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

COURSE OUTLINE – FALL 2018
OA 1232 – SKILL BUILDING II – 1.5(0-0-3) 45 HOURS

Instructor	Cara Leaf	Phone	780-539-2879
Office	C411		
Office Hours	M/T/Th 10:00-11:30 or anytime by appointment	E-mail	cleaf@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:

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.

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

STATEMENT ON PLAGIARISM AND CHEATING:

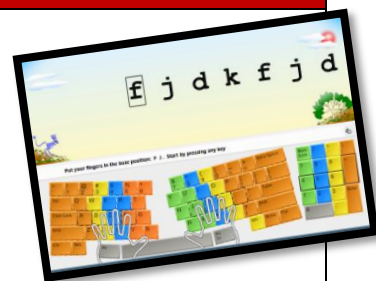
Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism 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
Week 1	Remembering the split keyboard Keyboard Scheme Understanding ergonomics: Sitting posture for typing Home Row Finger motion Initial drill work provided on Moodle
Week 2	Basic Level 2: Lessons 198 through 227
2 continued	Timed Writing 1 – 2 Minutes
Week 3	Tricky Words 2: Lessons 228 through 237
	Numbers: Lessons 238 through 267
Week 4	
4 continued	Timed Writing 2 and Timed Writing 3 – each 2 minutes
Week 5	Common Patterns 2: Lessons 268 through 277
Week 6	Basic Level 3: Lessons 278 through 307



6continued	Timed Writing 4 – 3 minutes
Week 7	Symbols: Lessons 308 through 337
7continued	Timed Writing 5 – 3 minutes
Week 8	Common Patterns 3: Lessons 338 through 337
8 continued	Timed Writing 6 and 7 – 3 minutes each
Week 9	Practice/Review any lessons that were challenging
9 continued	Timed Writing 8 and 9 – 4 minutes each

Week 10	Number drills (Moodle worksheets) Number Pad (Moodle worksheets)
Week 11	Typing with Symbols (worksheets on Moodle)
<p>WEEKS 12, 13, and 14 – Timed Writings Students will complete 5 minute Timed Writings 2 attempts each timed writing Final Exam Timings during Final Exam Week (all drill work must be submitted for credit before final timings can be completed)</p>	