



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

**COURSE OUTLINE – Winter 2020**

OA 1232 B3 Skill Building II 1.5 (0-0-3) 45 Hours

|                     |  |              |  |
|---------------------|--|--------------|--|
| <b>Instructor</b>   | Janelle MacRae   | <b>Phone</b> | (780) 539-2215                           |
| <b>Office</b>       | C305   | <b>Email</b> | jmacrae@gprc.ab.ca                       |
| <b>Office Hours</b> | Mon and Wed 1:30 PM – 3:30 PM or by appointment. Contact me anytime by email | <b>Class</b> | Tues/Thurs 8:30 – 9:50 a.m.<br>Room A313 |

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**Prerequisite(s)/corequisite(s):**

OA1231 or permission from instructor

**Required Text/Resource Materials:**

Open Educational Resource provided. Online lessons are found at <https://officeadmingprc.typingclub.com>

**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 40 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 <sup>+</sup> | 4                  | >=50                 | EXCELLENT            |
| A              | 4                  | 49                   |                      |
| A <sup>-</sup> | 3.7                | 48                   | FIRST CLASS STANDING |
| B <sup>+</sup> | 3.3                | 47                   |                      |
| B              | 3                  | 46                   | GOOD                 |
| B <sup>-</sup> | 2.7                | 45                   |                      |
| C <sup>+</sup> | 2.3                | 44                   | SATISFACTORY         |
| C              | 2                  | 43                   |                      |
| C <sup>-</sup> | 1.7                | 42                   |                      |
| D <sup>+</sup> | 1.3                | 41                   | MINIMAL PASS         |
| D              | 1                  | 40                   |                      |
| F              | 0                  | <40                  | FAIL                 |

## Course Schedule/Timeline:

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

| Tentative Timeline   |  |
|--|--|
| Week   |  |
| <b>1</b><br><b>Jan 7<sup>th</sup></b><br><br><b>Jan 9<sup>th</sup></b>       | Introduction to course, review course outline, course expectations, discuss Typing Club, in class drill work, and printing credits.<br><br>Getting to know your keyboard<br><b>In class drill work:</b> review of reaches for home row and upper row<br>Timed Writing #1 |
| <b>2</b><br><br><b>Jan 14<sup>th</sup></b><br><br><b>Jan 16<sup>th</sup></b> | Getting to know your keyboard<br><b>In class drill work:</b> review of reaches for lower row and whole alphabet<br>Timed Writing #2<br><br><b>Typing Club:</b> Typing Basics Lessons: Alphabet 1-35 & Advanced Level 1 36-49<br>Timed Writing #3                         |
| <b>3</b><br><b>Jan 21<sup>st</sup></b><br><br><b>Jan 23<sup>rd</sup></b>     | <b>In class drill work:</b> Alphabetic Sentences & Individual Letters<br>Timed Writing #4<br><br><b>Typing Club:</b> Shift Key 50 – 56 & Advanced Level 2 57-70<br>Timed Writing #5  |
| <b>4</b><br><b>Jan 28<sup>th</sup></b><br><br><b>Jan 30<sup>th</sup></b>     | <b>In class drill work:</b> Letter Combinations Review & High Stroke Intensity Words<br>Timed Writing #6<br><br><b>Typing Club:</b> Numbers 71-76, Advanced Level 3 77-90, Symbols 91-100<br>Timed Writing #7  |
| <b>5</b><br><b>Feb 4<sup>th</sup></b><br><br><b>Feb 6<sup>th</sup></b>       | <b>In class drill work:</b> Compound and Multi-stroke Sentences, Vertical Stroke Sentences<br>Timed Writing #8<br><br><b>Typing Club:</b> Typing Jungle Lesson: Numbers 245-274<br>Time Writing #9   |
| <b>6</b><br><b>Feb 11<sup>th</sup></b>                                       | <b>In class drill work:</b> Numbers – Sentences, Numbers – Paragraphs, Symbols Review<br>Timed Writing #1  |



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| <b>Feb 13<sup>th</sup></b>                               | <b>Typing Club:</b> Typing Jungle Symbols 317-346<br>Timed Writing #11  |
| <b>7<br/>Feb 18<sup>th</sup><br/>Feb 20<sup>th</sup></b> | <b>Winter Break: No Classes</b>   |
| <b>8<br/>Feb 25<sup>th</sup></b>                         | <b>In class drill work:</b> Symbols/Service Keys<br>Timed Writing #12   |
| <b>Feb 27<sup>th</sup></b>                               | <b>Typing Club:</b> Typing Jungle Lessons 389-418 & Advanced Level 5 525-557<br>Timed Writing #13   |
| <b>9<br/>Mar 3<sup>rd</sup></b>                          | <b>In class drill work:</b> Concentration Drills – Long Difficult Words & Reverse Typing<br>Timed Writing #14   |
| <b>Mar 5<sup>th</sup></b>                                | <b>Typing Club:</b> Typing Jungle Advanced Level 6 558-590<br>Timed Writing #15   |
| <b>10<br/>Mar 10<sup>th</sup></b>                        | <b>Speed Emphasis:</b><br><b>In class drill work:</b> Pyramid Sentences (3 sets of 10 timings - 15 seconds each)<br>Timed Writing #16                     |
| <b>Mar 12<sup>th</sup></b>                               | <b>Typing Club:</b> Typing Jungle Advanced Level 7 591-621<br>Timed Writing #17   |
| <b>11<br/>Mar 17<sup>th</sup></b>                        | <b>Business Conference: No classes</b>  |
| <b>Mar 19<sup>th</sup></b>                               | Typing Club: Typing Jungle Advanced Level 8 622-652<br>Timed Writings #18   |
| <b>12<br/>Mar 24<sup>th</sup></b>                        | <b>In class drill work:</b> 3 Minute Paragraphs<br>Timed Writing #19  |
| <b>Mar 26<sup>th</sup></b>                               | <b>Typing Club:</b> Typing Jungle Advances Level 9 653-684<br>Timed Writing #20   |
| <b>13<br/>Mar 31<sup>st</sup></b>                        | <b>In class drill work:</b> Pyramid Sentences (3 sets of 10 timings – 15 seconds each)<br>Timed Writing #21   |
| <b>Apr 2<sup>nd</sup></b>                                | <b>Typing Club:</b> The Perfect Match Lessons Chapters 1-4 (16 lessons in total)<br>Timed Writing #22   |
| <b>14<br/>Apr 7<sup>th</sup></b>                         | This week complete all assigned Typing Club lessons, outstanding drill work and any outstanding timed writings by <b>9:50 a.m. April 9<sup>th</sup></b> . |
| <b>Apr 9<sup>th</sup></b>                                | Final Exam Testing will begin this week, for eligible students.   |

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| <b>FINAL EXAM</b> | <b>TO BE ANNOUNCED</b><br><b>Will consist of 3 - 5 minute Timed Writings (average of 3 will determine net words per minute and overall course grade)</b> |
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### **STUDENT RESPONSIBILITIES:**

Refer to [https://www.gprc.ab.ca/files/forms\\_documents/StudentRightsandResponsibilities.pdf](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](https://www.gprc.ab.ca/files/forms_documents/Student_Misconduct.pdf)

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