



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

COURSE OUTLINE – Winter 2020

OA 1232 HI/ED Skill Building II 1.5 (0-0-3) 45 Hours, 15 Weeks

Instructor	Tashia Lepage	Phone	780-865-7666
Office	Hinton	Email	tlepage@gprc.ab.ca
Office Hours	By appointment Contact me anytime by email	Class	Tues/Thurs 8:30 – 9:50 a.m. Room 2

Prerequisite(s)/corequisite(s):

OA1231 or permission from instructor

Required Text/Resource Materials:

Open Educational Resource provided

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.

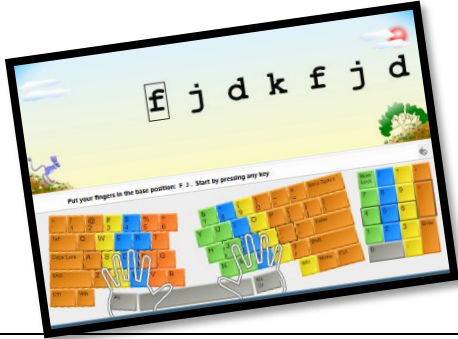
Grades will be assigned on the Letter Grading System.

**Office Administrative Department
Grading Conversion Chart**

Alpha Grade	4-point Equivalent	Net Words Per Minute	Designation
A ⁺	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

Course Schedule/Timeline:

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

Tentative Timeline	
Week	
1 Jan 6, 2020	<p>Introduction to course, review course outline, course expectations, discuss Typing Club and in class drill work.</p> 
2 Jan 13 - Jan 17	<p>Getting to know your keyboard Review Typing Basic 1-35 Lesson 4-8 type it out in Microsoft Word</p>
3 Jan 20 - Jan 24	<p>In class drill work: Specific Keyboard Rows; Specific Fingers; Specific Hands Ava and the Rabbit 1-22 DVORAK 127-179</p>
4 Jan 27- Jan 31	<p>In class drill work: Adjacent/Vertical/Opposite-Hand Keys; Specific Keyboarding Reaches; Specific Kinds of Words; Word Recognition; Double Letters, Weak Fingers DVORAK 190-229</p>
5 Feb 3 - Feb 7	<p>In class drill work: Vertical Stroke Words, Double Letter Word DVORAK 230-269 and The Perfect Match</p>
6 Feb 10- Feb 14	<p>In class drill work: Letter Combinations DVORAK 270-329 and Going Solo</p>
7 Feb 17 Feb 21	<p>Winter Break: No Classes</p>

<p>8 Feb 24- Feb 28</p>	<p>In class drill work: Letter Combinations continued Typing Jungle More Symbols 396-418 Timed Writing 1</p>
<p>9 Mar 2 - Mar 6</p>	<p>In class drill work Timed Writing #2 Typing Jungle: Lessons 419-429 and Typing Club: Lesson 430-460</p>
<p>10 Mar 9 - Mar 13</p>	<p>In class drills Timed Writing #3 (5 minutes) Typing Jungle Lessons 480-491 and Typing Club: Lessons 492-511</p>
<p>11 Mar 16- Mar 20</p>	<p>In class drill work Timed Writing #4 (5 minutes) Typing Jungle: Lessons 525-557</p>
<p>12 Mar 23 - Mar 27</p>	<p>In class drill work Timed Writing #5 Typing Jungle: Lesson 558-590</p>
<p>13 Mar 30- April 3</p>	<p>In class drill work Typing Jungle: Lesson 591-621 and 622-652 Timed Writing #6 (5 minutes)</p>
<p>14 Apr 6- Apr 10</p>	<p>In class drill work: Typing Jungle: Lesson 653-684 Timed Writing #7 (5 minutes)</p>
<p>15 Apr 13 Last Day of Class</p>	<p>WEEK 15 AND FINAL EXAM WEEK Reserved for Timed Writings & Final Exams (all drill work, timed writings and Typing Club must be complete and submitted for credit no later than 9:50 a.m. April 13, 2020 to be eligible to write the final exam)</p>

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

**Note: all Academic and Administrative policies are available at
<https://www.gprc.ab.ca/about/administration/policies/>