



COURSE OUTLINE – Fall 2021
OA 1231 A2 Skill Building I 1.5 (0-0-3) 45 Hours 15weeks

Grande Prairie Regional College respectfully acknowledges that we are located on Treaty 8 territory, the traditional homeland and gathering place for many diverse Indigenous peoples. We are honoured to be on the ancestral lands of the Cree, Dene/Beaver and Métis, whose histories, languages, and cultures continue to influence our vibrant community. We are grateful to have the opportunity to work, learn, and live on this land.

Instructor	Cara Leaf	Phone	(780) 539-2879
Office	C411	Email	cleaf@gprc.ab.ca
Office Hours	T/Th 11:30-1:00 or by appointment Contact me anytime by email	Class	M/W 8:30-9:50

Calendar Description:

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

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 **D9MDS4G**. The joinable URL is:

<https://officeadmingprc.typingclub.com>

Delivery Mode(s):

High flex – This type of course gives students the option of attending sessions in the classroom, participating remotely, or doing both. Please note that some course components require onsite attendance

In order to participate remotely, students must have a computer with a webcam and reliable internet connection. Technological support is available through helpdesk@gprc.ab.ca. Webcams must always be on during the duration of the class. This will require proper attire, a distraction-free area with minimal noise, adequate lighting, and reliable technology/internet connection. Students will be removed from the Zoom classroom that do not adhere to these requirements.

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

Credit/Contact Hours:

1.5 credits/ 45 contact hours

Course Objective:

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.

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

Evaluation:

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. FINAL TIMED WRITING MUST BE COMPLETED IN 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

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/>

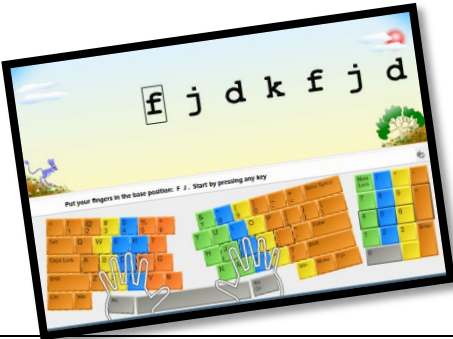
STATEMENT ON PLAGIARISM AND CHEATING:

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/>

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 
2	<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>
3	<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:</p>

	Venture Out Lessons 24-43 Timing 3
4	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
5	Typing Jungle Basic Level 1 : Lessons 89 -126 Tricky Words: Lessons 127-137 Typing Basics: Alphabet Lessons 6-35 Timing 5
6	Typing Jungle Shift Key: Lessons 138-191 Left Hand Shift Key Lessons 108-156 Right Hand Shift Key Lessons 108-156 Timing 6
7	FALL BREAK
8	Typing Jungle Common Patterns 1: Lessons 192-202 Basic Level 2: Lessons 203-233 Typing Basic: Advanced Level 1 Lessons 57-70 Timing 7 MIDPOINT EVALUATION ON-CAMPUS ATTENDANCE REQUIRED
9	Typing Jungle Tricky Words 2: Lessons 234-244 Numbers: Lessons 245-274 Typing Basics Numbers: Lessons 71-76 Timed Writing 8
10	Typing Jungle

	Common Patterns 2: Lessons 275-285 Basic Level 3: Lessons 286-316 Timing 9 &10
11	Short Week Remembrance Day Typing Jungle Symbols : Lessons 317-346 Timing 11
12	Typing Basics Symbols Lessons 91-100 Symbols Drills (online) Typing Jungle Common Patterns 3: Lessons 347-357 Timing 12
13	Typing Jungle Advanced Level 1: Lessons 358-388 Hard Copy: Vertical Stroke Word, Double Letter Words Timing 13
14	Typing Jungle More Symbols: Lessons 389-418 Tricky Words: Lessons 419-429 Timing 14
15	Reserved for Final Timed Writings – MUST BE COMPLETED ON CAMPUS (all drill work must be submitted for credit before final timings can be attempted)