



DEPARTMENT BUSINESS AND OFFICE ADMINISTRATION – WINTER 2016

OA1231 (HI/ED): SKILLS BUILDING I – 1.5(0-0-3) 45 Hours

INSTRUCTOR: TASHIA LEPAGE **PHONE:** 780-865-7666
OFFICE: HINTON **E-MAIL:** Tlepage@GPRC.ab.ca
OFFICE HOURS: By Appointment

CALENDAR DESCRIPTION:

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

PREREQUISITE(S)/COREQUISITE:

None

REQUIRED TEXT/RESOURCE MATERIALS:

No text is required for this course.

DELIVERY MODE:

Directed drill instruction and participation.

COURSE OBJECTIVES:

Understanding the key role touch typing skills have on an individual's employability.

Development of keyboarding speed and accuracy.

LEARNING OUTCOMES:

The student will be able to key by touch at a minimum of 25 net words per minute on five-minute copy timed writings.

TRANSFERABILITY:

This course is not intended to be transferable to other post secondary institutions. Consult the AB transfer guide at <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

EVALUATIONS:

Timed tests are worth 100% of the mark. The top five scores throughout the semester will comprise 50% of the score. The top five scores during the final week of classes will comprise the other 50%. Net Words per Minute will be determined by five minute timings. Net Words will be calculated using the following format:

Gross Words per Minute (GWPM) minus 2 for each error equals Net Words per Minute (NWPM)

Only those timed writings completed using prescribed touch typing techniques will be accepted for grading. All timed writings must be completed under the direct supervision of the instructor

GRADING CRITERIA: (The following criteria may be changed to suite the particular course/instructor)

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**. This means **DO NOT GET LESS THAN “C-” IF YOU ARE PLANNING TO TRANSFER TO A UNIVERSITY.**

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100		C+	2.3	67-69
A	4.0	85-89		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

STUDENT RESPONSIBILITIES:

Please refer to:

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

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

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 www.gprc.ab.ca/about/administration/policies/**

**Note: all Academic and Administrative policies are available on the same page.

TENTATIVE TIMELINE:

Week:	Topic:
1	Learning the Keyboard Understanding ergonomics (Posture, Home Row and Finger motion) Introduction to Ultimate Typing
2	Beginner Courses in Ultimate Typing Home Row and Top Row Timing 1-2
3	Bottom Row and Shift Key Timing 3-4
4	Punctuation, Numbers, Symbols Timing 5-6
5	Accuracy Courses- Words and Sentences Timing 7-8
6	Left Hand Timing 9-10
7	Right Hand Timing 11-12
8	Speed Courses- 2-5 Letters, Combo A Timing 13-14
9	Combo B and Words Timing 15-16
10	Typing Tonics- Keyboard Timing 17-18
11	Speed Timing 19-20
12	Accuracy Timing 21-22
13	Key Pad Timing 23-24
14	Bonus Lesson- Achieve Goals Timing 25-26
15	Final Exam Timings

