



**DEPARTMENT OF BUSINESS & OFFICE ADMINISTRATION**

**COURSE OUTLINE – FALL 2017**

**OA 1231 ED/HI SKILL BUILDING I - 1.5 (0-0-3) 45 HOURS**

**MONDAY, WEDNESDAY; 8:30 - 9:50 AM**

<b>Instructor:</b>	Lacie Reilly	<b>Phone:</b>	780.723.5206
<b>Office:</b>	Edson	<b>Email:</b>	<a href="mailto:LReilly@gprc.ab.ca">LReilly@gprc.ab.ca</a>
<b>Office Hours:</b>	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.

**CREDIT/CONTACT HOURS:**

1.5 credits/ 45 contact hours

**DELIVERY MODE:**

Directed drill instruction and participation in online training.

**COURSE OBJECTIVES:**

Understanding the key role touch typing skills have on an individual's employability.  
Development of keyboarding speed and accuracy.

**COURSE OUTCOME:**

The student will be able to key by touch at a minimum of 35 net words per minute on five-minute timed writings.

#### TRANSFERABILITY:

This course is not intended to be transferable to other post-secondary institutions. Consult the Alberta Transfer Guide for more details at <http://www.transferalberta.ca>. Please note a final 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

#### EVALUTION:

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:

Please note that most post-secondary institutions will not accept your course for transfer credit if your grade is less than C-.

<b>GRADING CONVERSION CHART</b>			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A <sup>+</sup>	4.0	≥35	EXCELLENT
A	4.0	34	
A <sup>-</sup>	3.7	33	FIRST CLASS STANDING
B <sup>+</sup>	3.3	32	
B	3.0	31	GOOD
B <sup>-</sup>	2.7	30	
C <sup>+</sup>	2.3	29	SATISFACTORY
C	2.0	28	
C <sup>-</sup>	1.7	27	
D <sup>+</sup>	1.3	26	MINIMAL PASS
D	1.0	25	
F	0.0	<25	FAIL
WF	0.0		FAIL, withdrawal after the deadline

### **STUDENT RESPONSIBILITIES**

Please refer to:

<https://www.gprc.ab.ca/about/administration/policies/index.html#POL69>

### **STATEMENT ON PLAGIARISM AND CHEATING**

Refer to College Policy on Student Misconduct: Plagiarism and Cheating at c

<https://www.gprc.ab.ca/about/administration/policies/index.html#POL68>

\*\* NOTE: all Academic and Administrative policies are available at

<http://www.gprc.ab.ca/about/administration/policies/>

**COURSE SCHEDULE/TIMELINE**

<b>Tentative Timeline</b>	
<b>Week</b>	
<b>1 &amp; 2</b>	Learning the keyboard Understanding Ergonomics and Introduction to Ultimate Typing software Timings 1-2
<b>3</b>	Beginner Courses in Ultimate Typing Top Row Timings 3-4
<b>4</b>	Beginner Courses in Ultimate Typing Bottom Row Timings 5-6
<b>5</b>	Beginner Courses in Ultimate Typing Shift Key Timings 7-8
<b>6</b>	Beginner Courses in Ultimate Typing Punctuation Timings 9-10
<b>7</b>	Beginner Courses in Ultimate Typing Quotes and Punctuation Review Timings 11-12
<b>8</b>	Beginner Courses in Ultimate Typing Numeric Keypad Introduction Timings 13-14
<b>9</b>	Beginner Courses in Ultimate Typing Symbols Introduction Timings 15-16
<b>10</b>	Accuracy Courses in Ultimate Typing Words Timings 17-18
<b>11</b>	Accuracy Courses in Ultimate Typing Sentences Timings 19-20
<b>12</b>	Speed Courses in Ultimate Typing Words Timing 21-22
<b>13 to 15</b>	Final Exam Timings in class