



## DEPARTMENT OF BUSINESS & OFFICE ADMINISTRATION

### COURSE OUTLINE – WINTER 2021

#### OA1232 A3 SKILL BUILDING II 1.5 (0-0-3) 45 HOURS, 15 WEEKS

**Instructor** Dawn Greig

**Phone** (780) 539-2873

**Office Hours** M/W 10-11:30 am or  
anytime by appointment

**Email** dgreig@gprc.ab.ca

**Class** Monday & Wednesday  
8:30-9:50 AM

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**Winter 2021 Delivery:** Remote Delivery. This course is delivered remotely. There are no face-to-face or onsite requirements. Students must have a computer with a webcam and reliable internet connection. Technological support is available through helpdesk@gprc.ab.ca. Note: GPRC reserves the right to change the course delivery.

#### **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: **XUX8GTQ**

The joinable URL is:

<https://officeadmingprc.typingclub.com/signup/XUX8GTQ>

**Credit/Contact Hours:**

1.5 credits/ 45 contact hours

**Delivery Mode(s):**

Lecture, participation and drill work – remote delivery

**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.

**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

**Grading Criteria:**

Timings	100%
Drill Work and assigned lessons	Credit/Non-Credit

**All assigned course 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.**

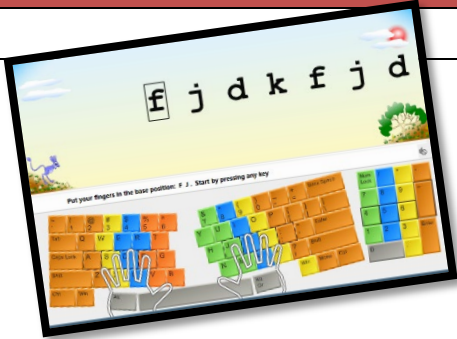
Grades will be assigned on the Letter Grading System.

### 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 and lessons will be assigned weekly. One weekly timed writing will be completed in class.

Tentative Timeline	
Week	
<b>1</b>	<p>Course Overview:</p> <ul style="list-style-type: none"> <li>• Course Outline</li> <li>• Timeline</li> <li>• Course Resources</li> <li>• Log into Typing Club</li> </ul> <p>1st Timed Writing</p> 
<b>2</b>	<p>Review of the Keyboard and ergonomics</p> <p><b>Drill work in Typing Club:</b></p> <ul style="list-style-type: none"> <li>• Review Home Row Drill Work</li> <li>• Review Upper Row Drill Work</li> <li>• Review Lower Row Drill Work</li> </ul> <p><b>Typing Club:</b></p> <ul style="list-style-type: none"> <li>• Typing Basics 1-35 (review of keyboard)</li> <li>• The Perfect Match (all lessons)</li> </ul> <p>2nd Timed Writing</p>
<b>3</b>	<p><b>Typing Club:</b></p> <ul style="list-style-type: none"> <li>• DC Typing Lessons 1-73</li> </ul> <p><b>Drill Work in Typing Club:</b></p> <ul style="list-style-type: none"> <li>• Numbers 6 and 5 Keys Drill Work</li> </ul> <p>3<sup>rd</sup> Timed Writing</p>
<b>4</b>	<p><b>Typing Club:</b></p> <ul style="list-style-type: none"> <li>• DC Typing Lessons 74-154</li> </ul> <p><b>Drill Work in Typing Club:</b></p> <ul style="list-style-type: none"> <li>• Numbers 7 and 4 Keys Drill Work</li> </ul> <p>4<sup>th</sup> Timed Writing</p>

<b>5</b>	<p><b>Typing Club:</b></p> <ul style="list-style-type: none"> <li>• DC Typing lessons 155-232</li> </ul> <p><b>Drill Work in Typing Club:</b></p> <ul style="list-style-type: none"> <li>• Numbers 8 and 3 Keys Drill Work</li> </ul> <p>5<sup>th</sup> Timed Writing</p>
<b>6</b>	<p><b>Typing Club:</b></p> <ul style="list-style-type: none"> <li>• Albert Goes to Symphony Hall (all lessons)</li> <li>• Catch up on any outstanding work</li> </ul> <p><b>Drill Work in Typing Club:</b></p> <ul style="list-style-type: none"> <li>• Numbers 9 and 2 Keys Drill Work</li> </ul> <p>6<sup>th</sup> Timed Writing</p>
<b>7</b>	<b>WINTER BREAK – NO CLASSES</b>
<b>8</b>	<p><b>Typing Club:</b></p> <ul style="list-style-type: none"> <li>• Camilla in the Amazon (all lessons)</li> <li>• Typing Basics Lessons 36-70</li> </ul> <p><b>Drill Work in Typing Club:</b></p> <ul style="list-style-type: none"> <li>• Numbers 1 and 0 Keys Drill Work</li> </ul> <p>7<sup>th</sup> Timed Writing</p>
<b>9</b>	<p><b>Typing Club:</b></p> <ul style="list-style-type: none"> <li>• Ava and the Rabbit (all lessons)</li> <li>• Typing Basics Lesson 71-100</li> </ul> <p><b>Drill Work in Typing Club:</b></p> <ul style="list-style-type: none"> <li>• Number Sentences Drill Work</li> </ul> <p>8<sup>th</sup> Timed Writing</p>

<b>10</b>	<p><b>Typing Club:</b></p> <ul style="list-style-type: none"> <li>• Going Solo (all lessons)</li> <li>• Sam and Luna (all lessons)</li> </ul> <p><b>Drill Work in Typing Club:</b></p> <ul style="list-style-type: none"> <li>• Additional Symbols Drill Work</li> </ul> <p>9th Timed Writing</p>
<b>11</b>	<p><b>Typing Club:</b></p> <ul style="list-style-type: none"> <li>• Typing Jungle: Advanced Level 2 Lessons 430-460</li> <li>• Typing Jungle: Advanced Level 3 Lessons 461-491</li> </ul> <p><b>Drill Work in Typing Club:</b></p> <ul style="list-style-type: none"> <li>• Symbols Sentences Drill Work</li> </ul> <p>10<sup>th</sup> Timed Writing</p>
<b>12</b>	<p><b>Typing Club:</b></p> <ul style="list-style-type: none"> <li>• Typing Jungle: Advanced Level 4 Lessons 492-524</li> <li>• Typing Jungle: Advanced Level 5 Lessons 525-557</li> </ul> <p><b>Drill Work in Typing Club:</b></p> <ul style="list-style-type: none"> <li>• Full Alphabetic Sentences with Numbers Drill Work</li> </ul> <p>11th Timed Writing</p>
<b>13</b>	<p><b>Typing Club:</b></p> <ul style="list-style-type: none"> <li>• Typing Jungle: Advanced Level 6 Lessons 558-590</li> <li>• Typing Jungle: Advanced Level 7 Lessons 591-621</li> </ul> <p>12<sup>th</sup> Timed Writing</p>
<b>14</b>	<p><b>Typing Club:</b></p> <ul style="list-style-type: none"> <li>• Typing Jungle: Advanced Level 8 Lessons 622-652</li> <li>• Typing Jungle: Advanced Level 9 Lessons 653-685</li> </ul> <p>Extra Practice as needed</p> <p>13th Timed Writing</p>

<b>15</b>	<b>WEEK 15 AND FINAL EXAM WEEK</b> <b>Reserved for Final Timed Writings</b> All course work must be completed for credit, by the end of the last day of scheduled classes, to be eligible to participate in the final exam timed writings
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## **STUDENT RESPONSIBILITIES:**

Students are responsible for completing all assigned course work before or on the due date and time set by the instructor. All course work must be completed for credit, by the end of the last day of scheduled classes to be eligible to participate in the final exam.

Timed Writings will be completed in class, at the date and time assigned, and on camera, to be given credit.

## **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 Calendar at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <https://www.gprc.ab.ca/about/administration/policies>

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