



DEPARTMENT OF BUSINESS & OFFICE ADMINISTRATION

COURSE OUTLINE – Spring 2023

OA 1232 EC Skill Building II 1.5 (0-0-3) 45 Hours for 8 weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

Instructor Cara Leaf

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Office C411

Email cleaf@nwpolytech.ca

Office Hours T/W 8:30-10:00 or anytime by appointment
Contact me by email

Course Description:

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

Prerequisite(s)/corequisite(s):

OA 1231

Required Text/Resource Materials:

No text is required for this course.

All lessons are found online through our subscription with ***Typing Club***.

Software & Network requirements

The following are required to participate in this course:

- Web Browser: Google Chrome (with auto updates enabled)

- Microsoft Office 2019/365 (free student download for NWP students)
- Internet: DSL, Cable or LTE wireless internet – 1.5 Mbps upload, 1.5 Mbps download

Credit/Contact Hours:

1.5 credits/ 45 contact hours

Delivery Mode(s):

Online Delivery. This course is delivered online. 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@nwpolytech.ab.ca

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

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. ALL FINAL EXAM TIMED WRITING MUST BE COMPLETED in front of the instructor in a zoom meeting during the final exam week.
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:

Grading Criteria:

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 | MINIMAL PASS |
| D ⁺ | 1.3 | 41 | |
| D | 1 | 40 | FAIL |
| F | 0 | <40 | |

Student Responsibilities:

Refer to <https://www.nwpolytech.ab.ca/about/administration/policies/fetch.php?ID=69>

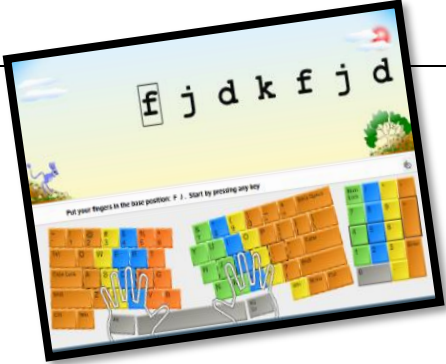
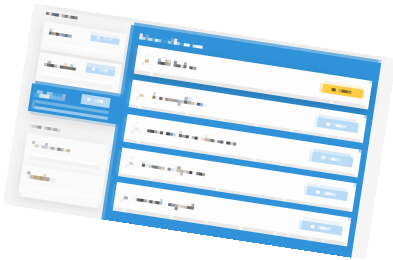
Statement on Plagiarism and Cheating:

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.nwpolytech.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <https://www.nwpolytech.ab.ca/about/administration/policies/index.html>

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

Course Schedule/Timeline:

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

| Week | Drill Work |
|---------------|--|
| Week 1 | Welcome to our course space <ul style="list-style-type: none"> Read all the important information in this module Complete the Ergonomics assignment |
| Week 2 | <p>Remembering the keyboard Keyboard Scheme Understanding ergonomics:</p> <p>Sitting posture for typing Home Row Finger motion Initial drill work Keyboard Review Work through all Advanced lessons</p> <p>Log in to Typing Club Program and complete the following:</p> <p>Typing Basics: Specific Keyboard rows Timed Writing 1&2</p>  |
| Week 3 | <p>Tricky Words DC typing: Going Solo Timed Writing 3 Typing Jungle: Advanced Level 2 DC Typing: Ava and the Rabbit Going Solo Timed Writing 4 & 5</p>  |
| Week 4 | <p>Advanced Level 3 Lessons, DC Typing: Strong Passwords Ava and the Rabbit Chapter 3 Going Solo Chapter 3 Timed Writing 6 & 7 Advanced Level 4 Lessons 492-524 DC Typing: Communities & Communication Lessons 74-101 Ava and the Rabbit Chapter 4</p> |

| | |
|---------------|--|
| | Going Solo Chapter 4 Timed Writing 8 |
| Week 5 | Typing Jungle Advanced Level 5 Lessons 525-557 DC Typing: Can I trust this Site Lessons 102-133 The Perfect Match: Chapter 1 Timed Writing 9 Typing Jungle Advanced Level 6 Lesson 558-590 DC Typing: Active Breaks Lessons 134-154 The Perfect Match: Chapter 2 Timed Writing 10 & 11 Advanced level 7 Lessons 591-621 The Perfect Match: Chapter 3 |
| Week 6 | Advanced Level 8 Lessons 622-652 DC Typing Searching the Internet Lessons 155-181 The Perfect Match: Chapter 4 Timed Writing 12 Advanced Level 9 Lessons 653-684 DC Typing: Creative Credit Lessons 182-206 Typing with Symbols (worksheets) Number drills (worksheets) Number Pad (worksheets) Timed Writing 13 |
| Week 7 | Number drills (myclass activities) DC Typing: Be kind Lessons 207-232 |
| Week 8 | Final Exam Timing –Final Exam Zoom Meeting will be scheduled during the Final Exam week. Watch for announcements |