



**DEPARTMENT of BUSINESS AND OFFICE ADMINISTRATION**

**COURSE OUTLINE –SPRING/SUMMER 2021**

**OA1232 (EC): Skill Building II – 1.5 (0-0-3) 45 Hours 13 weeks**

**INSTRUCTOR:** Michelle Wallace      **PHONE:** 780 539 2755  
**OFFICE:** Home office due to pandemic      **E-MAIL:** [mwallace@gprc.ab.ca](mailto:mwallace@gprc.ab.ca)  
**OFFICE HOURS:** Via email

**SPRING/SUMMER 2021 DELIVERY:**

Online 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](mailto: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:**

OA1231 or permission of instructor

**REQUIRED TEXT/RESOURCE MATERIALS:**

- No text required for this course.
- Open Educational Resource provided
- All lessons are found online through our subscription with Typing Club.

Link: <https://officeadmingprc.typingclub.com>

Class Code: AUV5S9U

**DELIVERY MODE(S):**

Participation and drill work – online delivery

**COURSE OBJECTIVES:**

- Understanding the key role typing skills have when it comes to a person's employability.
- Development of keyboarding speed and accuracy

**LEARNING OUTCOMES:**

The student will be able to key touch 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.**

**EVALUATIONS:**

Timings (Final Exam)	100%
Drill Work	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.**

Net words per minutes will be determined by five-minute timings. Net words will be calculated using the following formula:

**Gross words per minute – (minus) 2 for each error = Net words per minute.**

**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-**.

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

## COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Dates	Activity
1	May 3 – May 9	Course Overview Introduce Yourself Refreshing your Keying Techniques Do's & Don't of Typing (Video) <b>Assignment: Drill Work: Home Row with G &amp; H</b>
2	May 10- May 16	Assess your ergonomic arrangement for online learning Begin advanced lessons in Typing Club. <b>Assignment: Ergonomic Assessment</b>
3	May 17- May 23	Typing Club: Complete all exercises as indicated in module introduction. <b>Timed Writing: 1&amp;2</b>
4	May 24 – May 30	Typing Club: Complete all exercises as indicated in module introduction. <b>Timed Writing: 3</b>
5	May 31 – June 6	Typing Club: Complete all exercises as indicated in module introduction. <b>Timed Writing: 4</b>
6	June 7 – June 13	Complete all exercises in Typing Club, as indicated in the module introduction. <b>Timed Writing: 5</b>
7	June 14 – June 20	Complete all exercises in Typing Club, as indicated in the module introduction. <b>Assignment: Keying Technique video &amp; drill work</b>
8	June 21 – June 27	Complete all exercises in Typing Club, as indicated in the module introduction. <b>Timed Writing: 6</b>

9	June 28 – July 4	Complete all exercises in Typing Club, as indicated in the module introduction.  <b>Timed Writing: 7 &amp; 8</b>
10	July 5 – July 11	Complete all exercises in Typing Club, as indicated in the module introduction.  <b>Assignment: Traditional Drill Work</b>
11	July 12 – July 18	Complete all exercises in Typing Club, as indicated in the module introduction.  <b>Timed Writing: 9</b>
12	July 19 – July 25	Complete all exercises in Typing Club, as indicated in the module introduction.  <b>Assignment: Traditional Drill Work – 3 Minute Paragraphs &amp; Shift Key</b>
13	July 26 – July 31	<b>Final Exam</b>

\*All assignments, drill work and timed writings are due on Sunday at 11:59pm

### STUDENT RESPONSIBILITIES:

Students are responsible for completed assignments prior to the due date. **All course works must be completed in order to attain a grade in this course.** Assigned work is due on the dates set by the instructor.

Note: All Academic and Administrative policies are available at:

<https://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 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.