

DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE -Fall 2022

OA 1231 A2: Skill Building I – 1.5 (0-0-3) 45 hours 15 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:	Janelle MacRae	PHONE:	780-539-2215
OFFICE:	C305	E-MAIL:	jmacrae@NWpolytech.ca
OFFICE HOURS:	Monday and Wednesday 11:30 AM – 1:00 PM		

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. All lessons are found online through our subscription with *Typing Club.* Class code is **9W4Y55G.** The joinable URL is: https://officeadmingprc.typingclub.com/signup/9W4Y55G

Please ensure you sign up using your NWP student email address.

DELIVERY MODE(S): On Campus - In Person

COURSE OBJECTIVE:

Development of keyboarding speed and accuracy

LEARNING OUTCOMES:

The student will be able to key *by touch* at a minimum of *30 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 <u>http://www.transferalberta.ca</u>.

** 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 Drill Work 100% Credit/Non-Credit

All drill work must be completed in order to attempt the final exam timings. Only those timed writings completed using prescribed touch typing techniques will be accepted for grading. FINAL TIMED WRITING MUST BE COMPLETED IN 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 Administration

Grading Conversion Chart				
Alpha Grade	4-point Equivalent	Net Words Per Minute	Designation	
A+	4	>=40		
A	4	39	EXCELLENT	
A⁻	3.7	38	FIRST CLASS STANDING	
B+	3.3	37	FIRST CLASS STANDING	
В	3	36	GOOD	
B⁻	2.7	35	GOOD	
C+	2.3	34		
С	2	33	SATISFACTORY	
C-	1.7	32		
D+	1.3	31	MINIMAL PASS	

Grading Conversion Chart

D	1	30	
F	0	<30	FAIL

STUDENT RESPONSIBILITIES:

Students must read, understand and comply with NWP academic policies. **Note: all Academic and Administrative policies are available at https://www.nwpolytech.ca/about/administration/policies/

COURSE SCHEDULE/TENTATIVE TIMELINE:

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

	Tentative Timeline
Week	_
1	 Course Overview: Course Outline Timeline Get to know your course space
2	 The ABC's of touch typing Learning the split keyboard Keyboard scheme Understanding ergonomics: Sitting posture for typing Home Row Finger motion Getting to know your keyboardDrill work (MyClass)
3	Starting Typing Club Typing Jungle: Home Row Lessons 1–23 Top Row Lessons 24-51 Right Hand Typing: Venture Out Lessons 24-43 Left Hand Typing: Venture Out Lessons 24-43 Timing 1 & 2
4	Typing Jungle: Bottom Row Lessons 52-88 Left Hand Typing: All the Way Lessons 44-66 Right Hand Typing: All the Way Lessons 44-46 Timing 3 & 4

14	Typing Jungle More Symbols: Lessons 389-418
1.4	Timing 13
	Hard Copy: Vertical Stroke Word, Double Letter Words
	Advanced Level 1: Lessons 358-388
13	Typing Jungle
	Timing 12
	Common Patterns 3: Lessons 347-357
	Symbols Drills (online) Typing Jungle
	Symbols Lessons 91-100
12	Typing Basics
	Timing 11
	Symbols: Lessons 317-346
11	Typing Jungle
	Timing 9 &10
	Basic Level 3: Lessons 286-316
	Common Patterns 2: Lessons 275-285
10	Typing Jungle
	Timed Writing 8
	Numbers: Lessons 71-76
	Typing Basics
	Numbers: Lessons 245-274
	Tricky Words 2: Lessons 234-244
9	Typing Jungle
	MIDPOINT EVALUATION IN CLASS
	Timing 7
	Advanced Level 1 Lessons 57-70
	Typing Basic:
	Common Patterns 1: Lessons 192-202 Basic Level 2: Lessons 203-233
8	Typing Jungle
7	FALL BREAK – take a break, or practice some more 🐵
7	Timing 6
	Timing 6
	Shift Key Lessons 108-156
	Right Hand
	Shift Key Lessons 108-156
	Left Hand
	Shift Key: Lessons 138-191
6	Typing Jungle
	Timing 5
	Alphabet Lessons 6-35
	Typing Basics:
	Tricky Words: Lessons 127-137
5	Basic Level 1 : Lessons 89 -126
5	Typing Jungle

	Tricky Words: Lessons 419-429 Timing 14
15	Reserved for Final Timed Writings – (all drill work must be submitted for credit before final timings can be attempted)

EXAM POLICIES

Final examinations must be taken during the specified time period. Do not plan any activities during examination week.

EMAIL CORRESPONDENCE:

*All email correspondence must be sent from your Northwestern Polytechnic student email account and must be professionally formatted (i.e., subject line filled in, proper greeting, spelling, and grammar check, etc.). Emails that do not follow the above requirements will not be responded to.

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 Northwestern Polytechnic Calendar at https://www.nwpolytech.ca/programs/calendar/ or the Student Rights and Responsibilities policy which can be found at https://www.nwpolytech.ca/programs/calendar/ or the Student Rights and Responsibilities policy which can be found at https://www.nwpolytech.ca/about/administration/policies/index.html.

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