



## **DEPARTMENT OF BUSINESS & OFFICE ADMINISTRATION**

### **COURSE OUTLINE – WINTER 2021**

### **OA1231 EC3 SKILL BUILDING I 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

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**WINTER 2021 DELIVERY:** 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@gprc.ab.ca](mailto:helpdesk@gprc.ab.ca).

#### **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 **JG4WSLY**

The joinable URL is:

<https://officeadmingprc.typingclub.com/signup/JG4WSLY>

**Credit/Contact Hours:**

1.5 credits/ 45 contact hours

**Delivery Mode(s):**

Lecture, participation, and drill work – online 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 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 <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	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.**

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.**

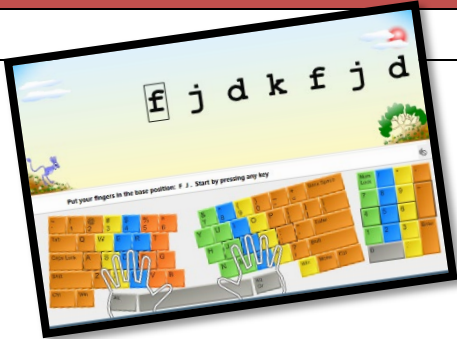
Grades will be assigned on the Letter Grading System.

## Office Administrative Department Grading Conversion Chart

Alpha Grade	4-point Equivalent	Net Words Per Minute	Designation
A <sup>+</sup>	4	>=40	EXCELLENT
A	4	39	
A <sup>-</sup>	3.7	38	FIRST CLASS STANDING
B <sup>+</sup>	3.3	37	
B	3	36	GOOD
B <sup>-</sup>	2.7	35	
C <sup>+</sup>	2.3	34	SATISFACTORY
C	2	33	
C <sup>-</sup>	1.7	32	
D <sup>+</sup>	1.3	31	MINIMAL PASS
D	1	30	
F	0	<30	FAIL

## Course Schedule/Tentative Timeline:

Drill work and lessons and timed writings will be assigned and completed weekly.

<b>Tentative Timeline</b>	
<b>Week</b>	
<b>1</b>	<p>Course Overview:</p> <ul style="list-style-type: none"> <li>• Course Outline</li> <li>• Course Resources</li> <li>• Tentative timeline</li> <li>• Log into Typing Club</li> <li>• Intro to typing video</li> </ul>  <p>Timed Writing #1</p>
<b>2</b>	<p>Learning the keyboard</p> <ul style="list-style-type: none"> <li>• Understanding ergonomics</li> <li>• Sitting posture for typing</li> <li>• Home Row, G&amp;H Keys, Upper Row, Lower Row</li> </ul> <p><b>Drill work in Typing Club:</b>            Home Row            Top Row            Home and Top Rows Combined            Bottom Row</p> <p>Timed Writing #2</p>
<b>3</b>	<p><b>Starting Typing Club Lessons:</b>  <b>Typing Jungle:</b>            Home Row Lessons 1–23            Top Row Lessons 24-51</p> <p><b>Drill Work in Typing Club:</b>            Practice Home and Top Row</p> <p>Timed Writing #3</p>

<b>4</b>	<p><b>Typing Jungle:</b> Bottom Row Lessons 52-88</p> <p><b>Drill Work in Typing Club:</b> Left Hand Drill Work Right Hand Drill Work Practice Bottom Row</p> <p>Timed Writing #4</p>
<b>5</b>	<p><b>Typing Jungle</b> Basic Level 1: Lessons 89 -126 Tricky Words: Lessons 127-137</p> <p><b>Typing Basics:</b> Alphabet Lessons 1-35</p> <p>Timed Writing #5</p>
<b>6</b>	<p><b>Typing Jungle</b> Shift Key: Lessons 138-191</p> <p><b>Drill Work in Typing Club:</b> ; and : (using shift key) Alphabet Drill Work</p> <p>Timed Writing #6</p>
<b>7</b>	<b>WINTER BREAK – NO CLASSES</b>
<b>8</b>	<p><b>Typing Jungle</b> Common Patterns 1: Lessons 192-202 Basic Level 2: Lessons 203-233</p> <p><b>Typing Basics:</b> Advanced Level 1 Lessons 36-49 Shift Key 50-56 Advanced Level 2 57-70</p> <p><b>Timed Writing #7: Mid Point Check in</b> <i>This timed writing will be completed in Zoom. You may choose to attend on either Feb 23<sup>rd</sup> at 4 pm or Feb 25<sup>th</sup> at 8:30 am.</i></p>
<b>9</b>	<p><b>Typing Jungle</b> Tricky Words 2: Lessons 234-244 Numbers: Lessons 245-274</p>

	<p><b>Drill Work in Typing Club:</b>  Alphabetic Sentences</p> <p>Timed Writing #8</p>
<b>10</b>	<p><b>Typing Jungle</b>  Common Patterns 2: Lessons 275-285  Basic Level 3: Lessons 286-316</p> <p>Timed Writing #9</p>
<b>11</b>	<p><b>Typing Jungle</b>  Symbols: Lessons 317-346</p> <p><b>Drill Work in Typing:</b>  Symbols Drill Work  Timed Writing # 10</p>
<b>12</b>	<p><b>Typing Basics</b>  Numbers 71-76  Advanced Level 3 77-90  Symbols Lessons 91-100</p> <p><b>Typing Jungle</b>  Common Patterns 3: Lessons 347-357</p> <p>Timed Writing #11</p>
<b>13</b>	<p><b>Typing Jungle</b>  Advanced Level 1: Lessons 358-388</p> <p><b>Drill Work in Typing Club:</b>  Commonly Misspelled Words  Common Words  Difficult Words</p> <p>Timed Writing #12</p>
<b>14</b>	<p><b>Typing Jungle</b>  More Symbols: Lessons 389-418  Tricky Words: Lessons 419-429</p> <p>Independent practice as needed</p> <p>Timed Writing #13</p>

<b>15</b>	<b>WEEK 15 AND FINAL EXAM WEEK</b> <b>Reserved for Final Timed Writings</b> (all drill work, assigned lessons and timed writings must be submitted for credit prior to the scheduled exam to be eligible to complete the final exam timed writings)
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## **STUDENT RESPONSIBILITIES:**

Students are responsible for completing assignments prior to the due date indicated. All course work 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>

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