

Grande Prairie Regional College
Administrative Technology
Course Outline
OA 1231 B2
Skill Building I (1.5) (0-0-2.5)

Prerequisite:	None
Session Details:	Fall 2005 M/W/F 1:00 – 2:50
Instructor:	Diane Kinderwater Office: A313A Phone 539-2783 e-mail kinderwater@gprc.ab.ca
Text:	121 Timed Writings, Sixth Edition, Clayton. South-Western Educational Publishing
Delivery Mode:	Lab
Course Description:	This keyboarding course focuses on the development of touch-keyboarding, speed and accuracy through proven individualized skillbuilding drills.
Materials Required:	Standard size file folder clearly marked with your name and course number. Notebook.
Course Objective:	The student will be able to key by touch (not looking at keys) at a minimum of 30 net words per minute on five-minute straight copy timed writings which are administered in the final days of the course
Grading:	Timed tests are worth 100%. Net Words Per Minute will be determined by <u>five minute timings</u> . Net Words will be calculated using the following format: Gross Words Per Minute (GWPM) minus 2 for each error=net words per minute (NWPM). All assigned drill work must be completed in order to record a timed writing score.

30 - D	36 - B
31 - D+	37 - B+
32 - C-	38- A-
33 - C	39 - A
34 - C+	40+ - A+
35 - B-	

Course Policy

1. Attendance is required. If you are ill, please call your instructor. More than 3 missed classes may result in a recommendation of "Debarred from Exam." (See College Calendar, p. 43)
2. In-class tests, mid-terms, and final exams must be completed at the scheduled times. Alternate or individualized examination times are not an option. Failure to complete examinations at the scheduled times will result in a grade of "0"
3. If you miss a class, have a classmate call you with your assignments. You are responsible for any work missed.
4. Assignments are due on the dates set by the instructor. Assignments may be handed in early, but only exceptional circumstances with instructor's permission may assignments be handed in late.
5. If you miss an in-class or homework assignment, you receive a "0" for that assignment. Not all assignments or in-class quizzes are announced beforehand.
6. Plagiarism will not be tolerated.
7. All major assignments must be completed in order to complete the course and have timings recorded.
8. Keep your work up-to-date. If you are absent, phone your study partner to find out what work you missed and what needs to be handed in.

Pages 40-50 in your College Calendar outline your rights and responsibilities, and student conduct. Please familiarize yourself with this material.

Study Partners' Name _____

Study Partner's Phone Number _____