Grande Prairie Regional College

School of Business

Department: Administrative Technology

Course Outline Fall 2007

OA 1231 Skill Building I 1.5 (0-0-2.25) 38 hours

Instructor	Garth Finlay	**Phone**	539-2988
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Office Hours	Monday – Thursday 10:00 – 11:15 Or by appointment		

Prerequisite(s)/corequisite(s):

Required Text/Resource Materials:

Sharp, Olinzock, and Santos KeyChamp, Toronto ON, South-Western Educational Publishing.

Description:

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

Delivery Mode(s):

lab

Objectives:

The student will be able to key by touch 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 Criteria:

Timed tests are worth 100%. Net Words Per Minute (NWPM) will be determined by five minute timings. Net words will be calculated using the following format: Gross Words

Per Minute (GWPM) minus 2 for each error = NWPM. All assigned drill work must be completed in order to record a timed writing score.

>39 NWPM	A$^+$
39	A
38	A$^-$
37	B$^+$
36	B
35	B$^-$
34	C$^+$
33	C
32	C$^-$
31	D$^+$
30	D
<30	F

Grades will be assigned on the Letter Grading System.

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Grading Conversion Chart

Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A$^+$	4	90 – 100	EXCELLENT
A	4	85 – 89	
A$^-$	3.7	80 – 84	FIRST CLASS STANDING
B$^+$	3.3	76 – 79	
B	3	73 – 75	GOOD
B$^-$	2.7	70 – 72	
C$^+$	2.3	67 – 69	SATISFACTORY
C	2	64 – 66	
C$^-$	1.7	60 – 63	
D$^+$	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	
F	0	0 – 49	FAIL

Department of Administrative Technology
Policy on Cell Phones and Other Personal Electronic Devices

Users of cell phones and other personal electronic devices must be attentive to the needs, sensibilities and rights of other members of the College community. The use of these devices must not disrupt the functions of the College overall and its classrooms and labs. Instructors have the right to have strict individual policies related to cell phones in order to provide and maintain a classroom environment that is conducive to learning and the respect of others.

Cell phones, PDA's and pagers must be turned off and placed out of sight in classrooms and computer labs during instructional time. Devices can only be turned on and set to silent mode with the expressed consent of individual instructors. Sending or receiving text messages or gaming on a cell phone during class is not acceptable. In addition, cell phones and other personal electronic devices incorporating cameras must be turned off and out of sight in any area in which individuals have reasonable expectations of privacy. This includes classrooms and computer labs.

Some instructors may have penalties for violations. If cell phones, pagers, calculators, recorders, digital cameras, PDA's MP3 players or other personal electronic devices are used inappropriately for the purposes of cheating or academic dishonesty, then students who do so will be penalized appropriately under the Academic Honesty policy of Grande Prairie Regional College.

Day	Activity
Sept. 7	Course outline, 'The Basics' handout.
10	Introduction to Keychamp. Lesson IR, 2, 3.
12	Lesson 4, 5, 6.
14	Lesson 7, 8. Timing #1.
17	Lesson 9, 10. Alpha drill.
19	Lesson 11, 12.
21	Lesson 13. Timing #2.
24	Skill builder drills.
26	Letter combinations.
28	Keyboard quiz. Timing #3.
Oct. 1	Keychamp sessions 1-3.

	3	Keychamp sessions 4-6.
	5	Keychamp session 7. Timing #4.
	10	Keychamp sessions 8-10.
	12	Keychamp session 11. Timing #5.
	15	Individual letters.
	17	Keychamp sessions 12-14.
	19	Keychamp session 15. Timing #6.
	22	Keychamp sessions 16-18.
	24	One minute timings.
	26	Keychamp session 19. Timing #7
	29	Pyramid.
	31	Keychamp sessions 20-22.
Nov.	2	Keychamp session 23. Timing #8.
	5	Two minute timings.
	7	Keychamp sessions 24-26.
	9	Keychamp session 27. Timing #9.
	14	Keychamp sessions 28-30.
	16	Keychamp session 31. Timing #10.
	19	Concentration drills.
	21	Keychamp sessions 32-34.
	23	Keychamp session 35. Timing #11.
	26	Keychamp sessions 36-38.
	28	Keychamp sessions 39-40.
	30	Pyramid. Timing #12.
Dec.	3	Final Timing #1.
	5	Final Timing #2
TBA		Final Timing #3

The activities for each day are the **minimum** activities due. If you have completed the activities for each day you should go over previous assignments, ask the instructor for extra drills (he will always have some), or move ahead in the Keychamp sessions. The only way to improve your typing speed is to type. Take advantage of this class to work on typing properly and see your typing speed soar.