



DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE – FALL 2013

OA 1231 A2 SKILL BUILDING I - 1.5 (0-0-3)

INSTRUCTOR: Garth Finlay **PHONE:** 780.539.2988
OFFICE: E309 **TEXT:** 780.897.0306
E-MAIL: gfinlay@gprc.ab.ca

OFFICE HOURS: Tue., Thur. 10:00-11:30 or by appointment

PREREQUISITE(S)/COREQUISITE:

N/A

REQUIRED TEXT/RESOURCE MATERIALS:

Mitchell, King, and Kapper, *Keyboarding Applications I 6th Edition Sessions 1-60*

CALENDAR DESCRIPTION:

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

CREDIT/CONTACT HOURS:

1.5 credits/ 45 contact hours

DELIVERY MODE:

Lab

OBJECTIVES:

The student will be able to key by touch at a minimum of 25 net words per minute of five minute copy timed writings.

GRADING CRITERIA:

Timed tests are worth 100%. Net Words per Minute will be determined by five minute timings. A combination of timings throughout the semester and the final timings will be used to determine the overall grade. Net Words will be calculated using the following format:

Gross Words per Minute (GWPM) minus 2 for each error – Net Words per Minute (NWPM)

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A⁺	4.0	>34	EXCELLENT
A	4.0	34	
A⁻	3.7	33	FIRST CLASS STANDING
B⁺	3.3	32	
B	3.0	31	GOOD
B⁻	2.7	30	
C⁺	2.3	29	SATISFACTORY
C	2.0	28	
C⁻	1.7	27	
D⁺	1.3	26	MINIMAL PASS
D	1.0	25	
F	0.0	<25	FAIL
WF	0.0		FAIL, withdrawal after the deadline

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the Student Conduct section of the College Admission Guide at

<http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at www.gprc.ab.ca/about/administration/policies/**

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

COURSE SCHEDULE/TENTATIVE TIMELINE:

<u>Week</u>	<u>Textbook Sessions</u>	<u>Content</u>
Sept. 6		
9-13		Keyboarding Technique, Home Row, Upper Reaches, Review Home Row and Upper Reaches, Lower Reaches, Left and right shift,
16-20	1-6	Whole Alphabet
23-27	7-12	
30-Oct. 4	13, 24-27	
7-11	14-23	Individual Letters A – Z
14-18		Accuracy Study 1 – 6
21-25		Accuracy Study 7 – 12
28-Nov. 1		Accuracy Study 13 – 18
4-8		Accuracy Study 19 – 23
11-15		
18-22	31-33	
25-29		Specific Letter Drills
Dec. 2-6		Final Timed Writings
9		Final Timed Writings