



GRANDE PRAIRIE REGIONAL COLLEGE

COURSE OUTLINE – WINTER 2012

OA 1231 1.5 (0-0-3) – Skillbuilding I

Instructor	Loren Jacula	Phone	780-539-2205
Office	E307	E-mail	LJACULA@GPRC.AB.CA
Office Hours	M T Th 10:00 - 11:30	Class	M W F 8:30 – 10:00 am Room A312

Prerequisite(s)/corequisite(s):

None.

Required Text/Resource Materials:

KeyChamp, 2nd Edition, Sharp, Olinzock & Santos. South-Western Educational Publishing, 1999. ISBN 0538433906.

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

Credit/Contact Hours: This is a 1.5 credit course with 3 lecture hours per week.

Delivery Mode(s): Lab.

Objectives:

The student will be able to key, by touch, at a minimum of 25 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% of your grade. Net Words per Minute (NWPM) are determined during five minute timings. $NWPM = \text{Gross WPM} - 2 * (\# \text{ of errors})$. Grades will be assigned on the Letter Grading System.

**Office Administration Department
Grading Conversion Chart**

Alpha Grade	4-point Equivalent	Avg Net Words per Minute	Designation
A+	4	>=35	EXCELLENT
A	4	34	
A-	3.7	33	FIRST CLASS STANDING
B+	3.3	32	
B	3	31	GOOD
B-	2.7	30	
C+	2.3	29	SATISFACTORY
C	2	28	
C-	1.7	27	
D+	1.3	26	MINIMAL PASS
D	1	25	
F	0	<25	FAIL

Tentative Course Schedule/Timeline:

<u>Week</u>	<u>Topic</u>	<u>Required Reading</u>
1 - 4	Learning the Keyboard	
5 - 14	Keyboard Exercises	KeyChamp

Statement on Plagiarism:

The instructor reserves the right to use electronic plagiarism detection services. Please see the College Calendar for plagiarism, cheating and penalties.