



DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE – FALL 2014

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

INSTRUCTOR: Shelly Cardiff **PHONE:** 780.865.7666
OFFICE: Hinton **E-MAIL:** scardiff@gprc.ab.ca
OFFICE HOURS: By appointment

PREREQUISITE(S)/COREQUISITE:

N/A

REQUIRED TEXT/RESOURCE MATERIALS:

Sharp, Olinzock & Santas: Keychamp. 2nd Edition. South-Western Educational Publishing. 1999

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. 4		
8-12		Keyboarding Technique, Home Row, Upper Reaches, Lower Reaches
15-19	1-6	Whole Alphabet, 10 Key Numeric Key Pad, Intro to <i>KeyChamp</i>
22-26	7-12	Specific Key Drills
29-Oct. 3	13, 24-27	Specific Key Drills
6-10	14-23	Individual Letters A – Z
14-17		Accuracy Study 1 – 6
20-24		Accuracy Study 7 – 12
27-31		Accuracy Study 13 – 18
Nov. 3-7		Accuracy Study 19 – 23
12-14		Winter Break: Nov 10 and 11
17-21	31-33	
24-28		Specific Letter Drills
Dec. 1-5		Final Timed Writings
8		Final Timed Writings