



## 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	Net Words per Minute	Designation
A+	4.0	>44	EXCELLENT
A	4.0	44	
A-	3.7	43	FIRST CLASS STANDING
B+	3.3	42	
B	3.0	41	GOOD
B-	2.7	40	
C+	2.3	39	SATISFACTORY
C	2.0	38	
C-	1.7	37	
D+	1.3	36	MINIMAL PASS
D	1.0	35	
F	0.0	<35	FAIL
WF	0.0		FAIL/WITHDRAW

## 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/\\*\\*](http://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