



# Grande Prairie Regional College

## Department of Office Administration

### COURSE OUTLINE

#### OA 2250EC (0-0-2.5) Keyboarding (1.5) On-Line Section

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**Instructor:** Diane Kinderwater

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**Contact Hours:** Please call or e-mail whenever you need assistance or have concerns. If I am away from the above contact points, I will have my Blackberry to check e-mails continually. If I plan to be away for a period of time (several days) I will advise you through Moodle. Normally I can be reached within the hour. Please leave a message on my answering machine if I do not answer. I check my e-mails and phone messages several times a day.

**Prerequisite(s)/Corequisite(s):**

None

**Credit/Contact Hours Equivalency:**

1.5 credits 38 hours

**Delivery Mode:**

Internet Delivery using Moodle delivery software, Paradigm web-based keyboarding SNAP software, e-mail, telephone, Blackberry

**Required Text/Resource Materials:**

- Keyboarding Version 5th Edition with web-based software, by William Mitchell and Ronald Kapper, EMC Paradigm, includes SNAP User Guide and student password good for one year.

**Required Computer Hardware & Software:**

To ensure that SNAP functions smoothly on your computer, you must have, minimally, the following configuration:

- ◆ Processor: Celeron 600 MHz or higher.
- ◆ Memory: 128MB or higher.
- ◆ Operating System: Windows XP (w/SP1 or higher), Windows 2000 (w/SP4), Vista

- ◆ Web Browser Settings: Internet Explorer 6.0 or higher
  - Any popup blocking software disabled
  - Flash 5 plug-in installed
  - Scripting and Cookies enabled
  - Configured to download and run signed ActiveX controls and plug-ins
  - Computer Firewalls should be set to accept data transfer to and from www.keyboarding.emcp.com
- ◆ Screen Resolution: 800 x 600 (or 1024X768) with 16 bit color.
- ◆ Audio: Any Windows compatible soundcard for audio during tutorials.
- ◆ User Privileges for Installing Active X Control (first time only)\*:
  - Windows XP - Local Administrator or higher
  - Windows 2000 - Power User or higher

\*These user privileges are needed to install the Snap plug-in when running tutorials or exams the first time. Once the plug-in has been installed, you can run the tutorials and exams with lesser privileges (for example, as restricted users or guest account users).

**Description:**

This keyboarding course is designed for beginners or those who endeavor to increase their accuracy and/or keyboarding speed. It focuses on the development of touch-keyboarding, speed and accuracy through proven individualized skill building drills. These drills include key drills, speed drills, timed short drills, thinking drills and checked timings. A mastery approach – mastering each key before moving on to the next unit - is employed. A Learning Management System tracks student performance and allows for instructor-student communication over the web. Due to the course being run from a web-based source, it is available to students 24/7 to accommodate their work/home schedules and allow for maximum accessibility.

**Goals:**

- To master the QWERTY keyboard
- To produce accurate, effective written communications in a timely manner
- To key by touch typing (not looking at the keys) at a minimum of 30 Net Words Per Minute (NWPM) on three five-minute straight copy timed writings which are administered in the final days of the course
- Net Words per Minute are calculated using the following format: Gross Words Per minute minus 2 for each error=Net Words Per Minute

**Objectives:** students will:

- Prepare their computer system for SNAP keyboarding software
- Install the SNAP learning software

- Key straight-copy alphanumeric material at a minimum of 30 words per minute with one or fewer errors per minute
- Key numeric copy using correct touch techniques on the 10-key numeric keypad
- Compose coherent material while keyboarding, using correct word usage at the word, sentence, and paragraph levels.
- Employ proper posture and ergonomic procedures in order to eliminate lower back pain and stress.
- Manage their time and task prioritization in order to complete Keyboarding exercises within the course timelines

**Transferability:**

Transferability is negotiated on an individual case-by-case basis in consultation with the receiving institution.

**Grading Criteria:**

<b>A+</b>	40 + (net words per minute)	<b>C+</b>	34
<b>A</b>	39	<b>C</b>	33
<b>A-</b>	38	<b>C-</b>	32
<b>B+</b>	37	<b>D+</b>	31
<b>B</b>	36	<b>D</b>	30
<b>B-</b>	35	<b>F</b>	Less than 30 net words per minute

Grades will be assigned on the Letter Grading System used by Grande Prairie Regional College.

**Office Administration Department  
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

**Statement on Plagiarism:**

The instructor reserves the right to use electronic plagiarism detection services.