



Grande Prairie Regional College

School of Business

Department: Administrative Technology

COURSE OUTLINE – WINTER 2008

OA 1232 A3 Skill Building II 1.5 (0-0-2.5)

Instructor Garth Finlay

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Office Tuesday, Thursday 2:30 – 4:00

Hours Or By Appointment

Prerequisite(s)/corequisite(s):

OA 1231

Required Text/Resource Materials:

Sharp, Olinzock, and Santos KeyChamp, Toronto ON, South-Western Educational Publishing.

Description:

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

Credit/Contact Hours:

1.5 credits/ 38 contact hours

Delivery Mode(s):

Lab

Objectives:

The student will be able to key by touch at a minimum of 40 net words per minute on five-minute copy timed writings which are administered in the final days of the course.

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 minus 2 for each error = Net Words per Minute.

All assigned drill work must be completed on time in order to record a timed writing score.

Grades will be assigned on the Letter Grading System.

Administrative Technology Department

Grading Conversion Chart

| Alpha Grade | 4-point Equivalent | Net Words Per Minute | Designation |
|--------------------|---------------------------|-----------------------------|-----------------------------|
| A+ | 4 | 50+ | EXCELLENT |
| A | 4 | 49 | |
| A- | 3.7 | 48 | FIRST CLASS STANDING |
| B+ | 3.3 | 47 | |
| B | 3 | 46 | GOOD |
| B- | 2.7 | 45 | |
| C+ | 2.3 | 44 | SATISFACTORY |
| C | 2 | 43 | |
| C- | 1.7 | 42 | |
| D+ | 1.3 | 41 | MINIMAL PASS |
| D | 1 | 40 | |
| F | 0 | 0 – 39 | FAIL |

Course Schedule/Timeline:

There will be a timing every week.

All sessions must be handed in on time or students may not be allowed to write the final timings. Late sessions will only be considered in extreme circumstances.

| Day | Activity |
|--------------|---|
| Jan. 4 | Course Outline, Course Introduction Timing 1 |
| 7 | Drills |
| 9 | Keychamp Sessions 26 – 29 |
| 11 | Timing 2 |
| 14 | Drills |
| 16 | Keychamp Sessions 30 – 33 |
| 18 | Timing 3 |
| 21 | Drills |
| 23 | Keychamp Sessions 34 – 37 |
| 25 | Timing 4 |
| 28 | Drills |
| 30 | Keychamp Sessions 38 – 41 |
| Feb. 1 | Timing 5 |
| 4 | Drills |
| 6 | Timing 6 |
| 8 | (No Class) Keychamp Sessions 42 – 45 |
| 11 | Drills |
| 13 | Keychamp Sessions 46 – 49 |
| 15 | Timing 7 |
| Reading Week | Drills |
| 25 | Drills |
| 27 | Timing 8 |
| 29 | (No Class) Keychamp Sessions 46 – 49 |
| March 3 | Drills |
| 5 | Keychamp Sessions 50 – 53 |
| 7 | Timing 9 |
| 10 | Drills |
| 12 | Keychamp Sessions 54 – 57 |
| 14 | Timing 10 |
| 17 | Drills |
| 19 | Keychamp Sessions 58 – 61 Timing 11 |
| 21 | Good Friday, No Classes |
| 24 | Drills |

| | |
|---------|---------------------------|
| 26 | Keychamp Sessions 62 – 65 |
| 28 | Timing 12 |
| 31 | Drills |
| April 2 | Keychamp Sessions 66 – 69 |
| 4 | Final Timing 1 |
| 7 | Final Timing 2 |
| 9 | Final Timing 3 |
| 11 | Alternate Timing |

The activities for each day are the **minimum** activities due. If you have completed the activities for each day you should go over previous assignments, ask the instructor for extra drills (he will always have some), or move ahead in the Keychamp sessions. The only way to improve your typing speed is to type. Take advantage of this class to work on typing properly and see your typing speed soar.

Statement on Plagiarism:

The instructor reserves the right to use electronic plagiarism detection services. See pages 44-55 of the college calendar for plagiarism, cheating and penalties.