

School of Health Wellness and Career Studies Office Administration Department

COURSE OUTLINE - FALL 2013 OA 1232 B2 SKILL BUILDING I - 1.5 (0-0-3)

INSTRUCTOR: Ray Savage **PHONE:** 780.539.2712

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OFFICE: C404 **E-MAIL:** rsavage@gprc.ab.ca

OFFICE HOURS: Tue., Thur. 10:00-11:30 appointments welcome

PREREQUISITE(S)/COREQUISITE:

N/A

REQUIRED TEXT/RESOURCE MATERIALS:

Mitchell, King, and Kapper, Keyboarding Applications I 6th Edition Sessions 1-60

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(S):

Lab

OBJECTIVES (OPTIONAL):

The student will be able to key by touch at a minimum of 35 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	Net Words per Minute	Designation	
A+	4.0	>44		
A	4.0	44	EXCELLENT	
A-	3.7	43		
B+	3.3	42	FIRST CLASS STANDING	
В	3.0	41		
B-	2.7	40	GOOD	
C+	2.3	39		
С	2.0	38	SATISFACTORY	
C-	1.7	37		
D+	1.3	36		
D	1.0	35	MINIMAL PASS	
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/**

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	<u>Textbook</u>	Content
	Sessions	
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

^{**}Note: all Academic and Administrative policies are available on the same page.

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