Grande Prairie Regional College

Department: Office Administration

COURSE OUTLINE – FALL 2009

OA 1231 B2 Skill Building II   1.5(0-0-3)

M W F 9:00-9:50

Instructor	Cara Leaf	**Phone**	539-2879
Office	C411	**E-mail**	cleaf@gprc.ab.ca
Office Hours	M W F 10:00-1130 (or by appointment)		

Prerequisite(s)/corequisite(s):

OA 1231

Required Text/Resource Materials:

Sharp, Olinzock & Santos. *Keychamp*, 2nd edition. South-Western Educational Publishing, 1999.

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:

The student will be able to key **by touch** at a minimum of 30 net words per minute on five-minute straight 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. Net Words will be calculated using the following format:

Gross Words Per Minute (GWAM) minus 2 for each error = Net Words Per Minute (NWPM).

All assigned drill work must be completed 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	40	EXCELLENT
A	4	39	
A−	3.7	38	FIRST CLASS STANDING
B+	3.3	37	
B	3	36	GOOD
B−	2.7	35	
C+	2.3	34	SATISFACTORY
C	2	33	
C−	1.7	32	
D+	1.3	31	MINIMAL PASS
D	1	30	
F	0	29-0	FAIL

Statement on Plagiarism:

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