Grande Prairie Regional College
Administrative Technology
Course Outline
OA 1231A3
Skill Building I (1.5) (0-0-2.5)

Prerequisite: None

Session Details: Winter 2004
                         T R 10:00-11:00
                         A307

Instructor: Cara Douglas
                         Office: C411
                         Phone: 539-2005 (work) 532-9235 (home)
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Text: Sharp, Olinzock & Santos, <u>Keychamp</u>, 2nd edition South-Western
                         Educational Publishing, 1999.

Delivery Mode: Lab

Course Description: This keyboarding course focuses on the development of keyboarding
                         speed and accuracy through proven individualized skillbuilding drills.

Course Objective: The student will be able to key by touch at a minimum of 30 net words
                         per minute on five-minute straight copy timed writing which are
                         administered in the final days of the course.

Grading: 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 (GWPM) 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.

WPM	Grade
30 WPM	D
31	D+
32	C-
33	C
34	C+
35	B-
36	B
37	B+
38	A-
39	A
40+	A+

Course Policy   1. Attendance is required and will be taken at each class. If you are ill, please call your instructor. More than 3 missed classes may result in a recommendation of "Debarred from Exam." (See College Calendar, p. 33)

2. In-class tests, mid-terms, and final exams must be completed at the scheduled times. Alternate or individualized examination times will not be considered. Failure to complete examinations at the scheduled times will result in a grade of zero (0).

3. If you miss a class, have a classmate call you with your assignments. You are responsible for any work missed.

4. Assignments are due on the dates set by the instructor. Assignments may be handed in early, but only exceptional circumstances may assignments be handed in late.

5. If you miss an in-class or homework assignment, you receive a zero (0) for that assignment. Some of these assignments may be unannounced before the date.

    This policy may change from course to course

6. Plagiarism will not be tolerated.

7. All major assignments must be completed in order to complete a course.

8. Keep your work up-to-date. If you are absent, phone your study partner to find out what work you missed.

    Study Partners' Name _____

    Study Partner's Phone Number _____

Read your Rights & Responsibilities on page 32-42 of the College Calendar.