



Grande Prairie Regional College

School of Business

Department: Administrative Technology

COURSE OUTLINE – Winter 2007

OA 1231 A3

Skill Building I 1.5 (0-0-2.5)

Instructor Cara Leaf

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Office Hours M 2:00-4:30 or by appointment

Prerequisite(s)/corequisite(s):

None

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/ 38 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		Net Words Per Minute	Designation
A ⁺		40	EXCELLENT
A		39	
A ⁻		38	FIRST CLASS STANDING
B ⁺		37	
B		36	GOOD
B ⁻		35	
C ⁺		34	SATISFACTORY
C		33	
C ⁻		32	
D ⁺		31	MINIMAL PASS
D		30	
F		29-0	FAIL

Statement on Plagiarism:

The instructor reserves the right to use electronic plagiarism detection services. Do not hand in someone else's work as your own!