



# 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

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#### **Prerequisite(s)/corequisite(s):**

None

#### **Required Text/Resource Materials:**

Sharp, Olinzock & Santos. *Keychamp*, 2<sup>nd</sup> 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:

$$\text{Gross Words Per Minute (GWAM) minus 2 for each error} = \text{Net Words Per Minute (NWPM)}.$$

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!