Grande Prairie Regional College

School of Business

Department: Administrative Technology

Course Outline Fall 2007

OA 1231 Skill Building I 1.5 (0-0-2.25) 38 hours

M W1:00 – 1:50 F 11:30 – 12:50

Instructor	Sharron Barr	**Phone**	539-2979(w) 897-6676(cell)
Office	A313B	**E-mail**	sbarr@gprc.ab.ca
Office Hours	2 – 3 p.m. M - F Or by appointment		

Prerequisite(s)/corequisite(s):

Required Text/Resource Materials:

Sharp, Olinzock, and Santos KeyChamp, Toronto ON, South-Western Educational Publishing.

Description:

This course focuses on the development of keyboarding speed and accuracy through proven individualized skill building drills.

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:

All drill work must be completed in order to receive a grade in the course. Timed tests are worth 100%. Net Words Per Minute (NWPM) 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 = NWPM. All assigned drill work must be completed in order to record a timed writing score.

>39 NWPM	A+
39	A
38	A-
37	B+
36	B
35	B-
34	C+
33	C
32	C-
31	D+
30	D
<30	F

Grades will be assigned on the Letter Grading System.

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Grading Conversion Chart

Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A+	4	90 – 100	EXCELLENT
A	4	85 – 89	
A-	3.7	80 – 84	FIRST CLASS STANDING
B+	3.3	76 – 79	
B	3	73 – 75	GOOD
B-	2.7	70 – 72	
C+	2.3	67 – 69	SATISFACTORY
C	2	64 – 66	
C-	1.7	60 – 63	
D+	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	

F	0	0 – 49	FAIL