



# Grande Prairie Regional College

## School of Business

### Department: Administrative Technology

COURSE OUTLINE – WINTER 2007

OA 1232 A3 Skill Building II 1.5 (0-0-2.5)

**Instructor** Garth Finlay

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**Office Hours** Monday, Wednesday 10:00 – 11:30  
Tuesday, Thursday 1:00 – 2:00  
By Appointment

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

OA 1231

#### **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.

#### **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 40 net words per minute on five-minute 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. A combination of timings throughout the semester and the final timings will be used to determine the overall grade. Net Words will be calculated using the following format:

Gross Words Per Minute minus 2 for each error = Net Words Per Minute.

All assigned drill work must be completed on time in order to record a timed writing score.

Grades will be assigned on the Letter Grading System.

**Administrative Technology Department**

**Grading Conversion Chart**

<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Net Words Per Minute</b>	<b>Designation</b>
<b>A<sup>+</sup></b>	<b>4</b>	<b>50</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4</b>	<b>49</b>	
<b>A<sup>-</sup></b>	<b>3.7</b>	<b>48</b>	<b>FIRST CLASS STANDING</b>
<b>B<sup>+</sup></b>	<b>3.3</b>	<b>47</b>	
<b>B</b>	<b>3</b>	<b>46</b>	<b>GOOD</b>
<b>B<sup>-</sup></b>	<b>2.7</b>	<b>45</b>	
<b>C<sup>+</sup></b>	<b>2.3</b>	<b>44</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2</b>	<b>43</b>	
<b>C<sup>-</sup></b>	<b>1.7</b>	<b>42</b>	
<b>D<sup>+</sup></b>	<b>1.3</b>	<b>41</b>	<b>MINIMAL PASS</b>
<b>D</b>	<b>1</b>	<b>40</b>	
<b>F</b>	<b>0</b>	<b>0 – 39</b>	<b>FAIL</b>

**Course Schedule/Timeline:**

There will be a timing every Friday.

All sessions must be handed in on time or students may not be allowed to write the final timings. Late sessions will only be considered in extreme circumstances.

<b><u>Week</u></b>	<b><u>Sessions</u></b>	<b><u>Due Date</u></b>
Jan. 7	1-6	Jan. 15
Jan. 15	7-12	Jan. 22
Jan. 22	13-18	Jan. 29
Jan. 29	19-24	Feb. 5
Feb. 5	25-30	Feb, 12
Feb, 12	31-36	Feb. 26
Feb. 19	Reading Week	
Feb. 26	37-43	Mar. 5
Mar. 5	44-50	Mar. 12
Mar. 12	51-57	Mar. 19
Mar. 19	58-65	Mar. 26
Mar. 26	66-73	Apr. 2
Apr. 2	74-81	Apr. 9
Apr. 9	Final Timings	

**Statement on Plagiarism:**

The instructor reserves the right to use electronic plagiarism detection services. See pages 44-55 of the college calendar for plagiarism, cheating and penalties.