



# Grande Prairie Regional College

## School of Business

### Department: Administrative Technology

#### COURSE OUTLINE – FALL 2007

OA 1232A2 Skill Building II 1.5 (0-0-2.5)

**Instructor** Loren Jacula

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**Office Hours** T W Th 10:00 – 11:20

**Class** M F 8:30 – 9:50

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

OA 1231

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

None, they will be provided by the Instructor.

#### **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 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:

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

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

STUDENTS HAVING MORE THAN 3 UNEXCUSED ABSENCES MAY BE DEBARRED FROM COMPLETING THEIR FINAL TIMINGS – see College Calendar.

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+</b>	<b>4</b>	<b>50</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4</b>	<b>49</b>	
<b>A-</b>	<b>3.7</b>	<b>48</b>	<b>FIRST CLASS STANDING</b>
<b>B+</b>	<b>3.3</b>	<b>47</b>	
<b>B</b>	<b>3</b>	<b>46</b>	<b>GOOD</b>
<b>B-</b>	<b>2.7</b>	<b>45</b>	
<b>C+</b>	<b>2.3</b>	<b>44</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2</b>	<b>43</b>	
<b>C-</b>	<b>1.7</b>	<b>42</b>	
<b>D+</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>39-0</b>	<b>FAIL</b>

**Policy on Cell Phones and Other Personal Electronic Devices:**

Users of cell phones and other personal electronic devices must be attentive to the needs, sensibilities and rights of other members of the College community. The use of these devices must not disrupt the functions of the College overall and its classrooms

and labs. Instructors have the right to have strict individual policies related to cell phones in order to provide and maintain a classroom environment that is conducive to learning and the respect of others.

Cell phones, PDA's and pagers must be turned off and placed out of sight in classrooms and computer labs during instructional time. Devices can only be turned on and set to silent mode with the expressed consent of individual instructors. Sending or receiving text messages or gaming on a cell phone during class is not acceptable. In addition, cell phones and other personal electronic devices incorporating cameras must be turned off and out of sight in any area in which individuals have reasonable expectations of privacy. This includes classrooms and computer labs.

Some instructors may have penalties for violations. If cell phones, pagers, calculators, recorders, digital cameras, PDA's MP3 players or other personal electronic devices are used inappropriately for the purposes of cheating or academic dishonesty, then students who do so will be penalized appropriately under the Academic Honesty policy of Grande Prairie Regional College.