



# Grande Prairie Regional College

Department: Office Administration

COURSE OUTLINE – Fall 2010

OA 2250 A2 Skill Building II 1.5(0-0-3)

M W F 9:00-9:50

**Instructor** Cara Leaf

**Phone** 539-2879

**Office** C411

**E-mail** [cleaf@gprc.ab.ca](mailto:cleaf@gprc.ab.ca)

**Office Hours** T TH 8:30-9:50  
W 1:00-2:20 (or by appointment)

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

OA 1232

## **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/ 45 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:

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

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

**Statement on Plagiarism:**

The instructor reserves the right to use electronic plagiarism detection services.