



Grande Prairie Regional College

Department: Office Administration

COURSE OUTLINE – FALL 2010

OA 1232 A2 Skill Building II 1.5(0-0-3)
M W F 9:00-9:50

Instructor Cara Leaf

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Office T Th 8:30-9:50

Hours M W 1:00-2:20

(or by appointment)

Prerequisite(s)/corequisite(s):

OA 1231

Required Text/Resource Materials:

Sharp, Olinzock & Santos. *Keychamp*, 2nd 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 35 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	45	EXCELLENT
A	4	44	
A-	3.7	43	FIRST CLASS STANDING
B+	3.3	42	
B	3	41	GOOD
B-	2.7	40	
C+	2.3	39	SATISFACTORY
C	2	38	
C-	1.7	37	
D+	1.3	36	MINIMAL PASS
D	1	35	
F	0	34-0	FAIL

Statement on Plagiarism:

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