Grande Prairie Regional College

Department: Office Administration

COURSE OUTLINE – Winter 2011

OA 1232 A2 Skill Building II   1.5(0-0-3)

M W F 9:00-9:50

Instructor	Kelly Coulter	**Phone**	539-2829
Office	C415	**E-mail**	kcoulter@gprc.ab.ca
Office Hours	Monday 10:00-2:30		

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:

> Gross Words Per Minute (GWAM) minus 2 for each error = Net Words Per Minute (NWPM).

Course Average will be calculated at the end of the semester. This will count for half your score for your final grade. The final timed writing will be averaged and added to your semester average. This will then be averaged for your final score.

All assigned drill work must be completed in order to complete the final timings.

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.