Grande Prairie Regional College

School of Business

Department: Administrative Technology

COURSE OUTLINE – WINTER 2006

OA 1232A3/B3

Skill Building II   1.5   (0-0-2.5)

Instructor	Cara Leaf	**Phone**	539-2005
Office	C411	**E-mail**	cleaf@gprc.ab.ca
Office Hours	MWF 8:30-9:50		

Prerequisite(s)/corequisite(s):

OA 1231

Required Text/Resource Materials:

Clayton, Dean *121 Timed Writings with Skillbuilding Drills* 6th Edition South Western Publishers. 2000

VanHuss, Forde, Woo, Robertson. *College Keyboarding and Word Processing Lesson 1-60* Canadian 16th Edition Thomson Nelson 2003

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:

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

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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.