



# Grande Prairie Regional College

Department: Office Administration

## COURSE OUTLINE – Fall 2010

OA 1231 B2 Skill Building II 1.5(0-0-3)

M W F 9:00-9:50

A313

**Instructor** Cara Leaf

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**Office** T TH 8:30-9:50

**Hours** MW 1:00-2:20

(or by appointment)

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

OA 1231

### **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 25 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**

<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>35</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4</b>	<b>34</b>	
<b>A-</b>	<b>3.7</b>	<b>33</b>	<b>FIRST CLASS STANDING</b>
<b>B+</b>	<b>3.3</b>	<b>32</b>	
<b>B</b>	<b>3</b>	<b>31</b>	<b>GOOD</b>
<b>B-</b>	<b>2.7</b>	<b>30</b>	
<b>C+</b>	<b>2.3</b>	<b>29</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2</b>	<b>28</b>	
<b>C-</b>	<b>1.7</b>	<b>27</b>	
<b>D+</b>	<b>1.3</b>	<b>26</b>	<b>MINIMAL PASS</b>
<b>D</b>	<b>1</b>	<b>25</b>	
<b>F</b>	<b>0</b>	<b>24</b>	<b>FAIL</b>

**Statement on Plagiarism:**

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