Grande Prairie Regional College

Department of Office Administration

Course Outline Fall 2008

OA 1231 A2 and OA2250M2 Skill Building I 1.5 (0-0-2.25) 38 hours

M W-F 9:00 – 9:50 a.m. A305

Instructor	Sharron Barr	**Phone**	539-2979(w) 897-6676(cell)
Office	A313B or E309	**E-mail**	sbarr@gprc.ab.ca
Office Hours	11:30 a.m. – 1 p.m. Or by appointment		

Prerequisite(s)/corequisite(s):

None – NOTE: THIS SECTION IS RESERVED FOR BEGINNING KEYBOARDING. THE KEYBOARD WILL BE TAUGHT.

Required Text/Resource Materials:

Sharp, Olinzock, and Santos KeyChamp, Toronto ON, South-Western Educational Publishing.

Description:

This course focuses on the development of keyboarding speed and accuracy through proven individualized skill building drills.

Delivery Mode(s):

lab

Objectives:

The student will be able to key by touch at a minimum of 30 net words per minute on five minute straight copy timed writings which are administered in the final days of the course.

Grading Criteria:

All drill work must be completed in order to receive a grade in the course. Timed tests are worth 100%. Net Words Per Minute (NWPM) will be determined by five minute

timings. Net words will be calculated using the following format: Gross Words Per Minute (GWPM) minus 2 for each error = NWPM. All assigned drill work must be completed in order to record a timed writing score.

>39 NWPM	A$^+$
39	A
38	A$^-$
37	B$^+$
36	B
35	B$^-$
34	C$^+$
33	C
32	C$^-$
31	D$^+$
30	D
<30	F

Grades will be assigned on the Letter Grading System.

Administrative Technology Department

Grading Conversion Chart

Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A$^+$	4	90 – 100	EXCELLENT
A	4	85 – 89	
A$^-$	3.7	80 – 84	FIRST CLASS STANDING
B$^+$	3.3	76 – 79	
B	3	73 – 75	GOOD
B$^-$	2.7	70 – 72	
C$^+$	2.3	67 – 69	SATISFACTORY
C	2	64 – 66	
C$^-$	1.7	60 – 63	
D$^+$	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	
F	0	0 – 49	FAIL