



# Grande Prairie Regional College

## Office Administration

### COURSE OUTLINE – FALL 2009

#### OA 1231 A2 Skill Building I 1.5 (0-0-3)

<b>Instructor</b>	Sharron Barr	<b>Phone</b>	780-539-2979 (office) 780-897-6676 (cell) 780-532-9236 (home)
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<b>Office Hours</b>	MONDAY – FRIDAY 9 -10 a.m. Anytime by appointment		

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

None

#### **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.

#### **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 30 net words per minute on five-minute 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. A combination of timings throughout the semester and the final timings will be used to determine the overall grade. Net Words will be calculated using the following format:

Gross Words per Minute minus 2 for each error = Net Words per Minute.

All assigned drill work must be completed on time 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<sup>+</sup></b>	<b>4</b>	<b>&gt;39</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4</b>	<b>39</b>	
<b>A<sup>-</sup></b>	<b>3.7</b>	<b>38</b>	<b>FIRST CLASS STANDING</b>
<b>B<sup>+</sup></b>	<b>3.3</b>	<b>37</b>	
<b>B</b>	<b>3</b>	<b>36</b>	<b>GOOD</b>
<b>B<sup>-</sup></b>	<b>2.7</b>	<b>35</b>	
<b>C<sup>+</sup></b>	<b>2.3</b>	<b>34</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2</b>	<b>33</b>	
<b>C<sup>-</sup></b>	<b>1.7</b>	<b>32</b>	
<b>D<sup>+</sup></b>	<b>1.3</b>	<b>31</b>	<b>MINIMAL PASS</b>
<b>D</b>	<b>1</b>	<b>30</b>	
<b>F</b>	<b>0</b>	<b>&lt;30</b>	<b>FAIL</b>

**Course Schedule/Timeline:**

See Attached Calendars and Grade Sheets

ALL DRILL WORK MUST BE COMPLETED IN ORDER TO ATTAIN A GRADE IN THIS COURSE.

Final Grades will be based on your top 5 minute timed writing.