



Grande Prairie Regional College

Office Administration

COURSE OUTLINE – WINTER 2010

OA 1231 A3 Skill Building I 1.5 (0-0-3)

Instructor	Sharron Barr	Phone	780-539-2979 (office) 780-897-6676 (cell) 780-532-9236 (home)
Office	A313B & E309	E-mail	sbarr@gprc.ab.ca
Office Hours	MONDAY – FRIDAY 2:30 – 3:30 Anytime by appointment		

Prerequisite(s)/corequisite(s):

None

Required Text/Resource Materials:

Sharp, Olinzock, and Santos KeyChamp, Toronto ON, South-Western Educational Publishing. NOTE: Please do not purchase this text until instructed.

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

Alpha Grade	4-point Equivalent	Net Words Per Minute	Designation
A+	4	>35	EXCELLENT
A	4	34	
A-	3.7	33	FIRST CLASS STANDING
B+	3.3	32	
B	3	31	GOOD
B-	2.7	30	
C+	2.3	29	SATISFACTORY
C	2	28	
C-	1.7	27	
D+	1.3	26	MINIMAL PASS
D	1	25	
F	0	<25	FAIL

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.