



Grande Prairie Regional College

Office Administration

COURSE OUTLINE – WINTER 2011 OA 1231 A3 Skill Building I 1.5 (0-0-3)

Instructor	Sharron Barr	Phone	(780) 539-2979
Office	E309 or A313B	Email	sbarr@gprc.ab.ca
Office Hours	M/F: 2 – 3 p.m. Or by appointment	Class	M/W/F: 9:00 – 9:50 Rm. A305

Prerequisite(s)/corequisite(s):

None

Required Text/Resource Materials:

- 1) Handouts

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 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:

$$\text{Gross Words per Minute minus 2 for each error} = \text{Net Words per Minute.}$$

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.

**Office Administrative 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	<20	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.