Grande Prairie Regional College

Office Administration

COURSE OUTLINE – WINTER 2009

OA 1231 A3 Skill Building I 1.5 (0-0-2.5)

Instructor	Garth Finlay	**Phone**	539-2988
Office	C209	**E-mail**	gfinlay@gprc.ab.ca
Office Hours	Mon. 10:00 - 12:00 Tue. & Thur. 9:00 – 9:50 Or by Appointment		

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/ 38 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	>39	EXCELLENT
A	4	39	EXCELLENT
A⁻	3.7	38	FIRST CLASS STANDING
B⁺	3.3	37	FIRST CLASS STANDING
B	3	36	GOOD
B⁻	2.7	35	GOOD
C⁺	2.3	34	SATISFACTORY
C	2	33	SATISFACTORY
C⁻	1.7	32	SATISFACTORY
D⁺	1.3	31	MINIMAL PASS
D	1	30	MINIMAL PASS
F	0	<30	FAIL

Course Schedule/Timeline:

There will be a timing every week.

Day	Activity
Jan. 7	Course Outline, Course Introduction
9	Drills
12	Drills
14	Drills
16	**Timing 1** Drills
19	Keychamp Sessions 1 – 2
21	Drills
23	**Timing 2** Keychamp Session 3
26	Keychamp Sessions 4 – 5
28	Drills
30	**Timing 3** Drills
Feb. 2	Keychamp Sessions 6 – 8
4	Drills
6	**Timing 4** Drills
9	Keychamp Sessions 9 – 10
11	Keychamp Sessions 11 – 12
13	**Timing 5** Drills
23	Keychamp Sessions 13 – 14
25	Keychamp Sessions 15 – 16
27	**Timing 6** Keychamp Session 17
March 2	Drills
4	Drills
6	**Timing 7** Keychamp Session 18
9	Drills
11	Keychamp Sessions 19 – 20
13	**Timing 8** Keychamp Session 21
16	Drills
18	Keychamp Sessions 22 – 23
20	**Timing 9** Keychamp Session 24
23	Drills
25	Keychamp Sessions 25 – 26
27	**Timing 10** Keychamp Session 27
30	**Timing 11** Keychamp Session 28
April 1	**Timing 12** Keychamp Session 29
3	**Timing 13** Keychamp Session 30
6	**Final Timing 1**
8	**Final Timing 2**
10	**Good Friday**
13	**Final Timing 3**

The activities for each day are the **minimum** activities due. If you have completed the activities for each day you should go over previous assignments, ask the instructor for extra drills (I will always have some), or move ahead in the Keychamp sessions. The only way to improve your typing speed is to type. Take advantage of this class to work on typing properly and see your typing speed soar.

** All 30 Keychamp sessions must be completed in order to write the timing for that week. For example, if you do not have Keychamp sessions 1 – 3 complete by January 23, you may not write Timing 2. If you do not have all 30 Keychamp sessions complete by the April 3 you will not be allowed to write the final timings. Late assignments may be considered in extreme circumstances.**