



Grande Prairie Regional College

School of Business

Department of Administrative Technology

Administrative Technology

Course Outline

OA 1231A3 / OA2250 M3

Skill Building I (1.5) (0-0-2.5) 38 hours

Prerequisite:	None
Instructor:	Sharron Barr Office: A313B Phone: 539-2979 (work) sbarr@gprc.ab.ca
Text:	Clayton, Dean 121 <i>Timed Writings with Skillbuilding Drills</i> 6 th Edition SouthWestern Putblishers. 2000. VanHuss, Forde, Woo, Robertson. <i>College Keyboarding and Word Processsing Lesson 1 – 60</i> Canadian 16 th Edition Thomson Nelson 2003
Delivery Mode:	Lab
Course Description:	This keyboarding course focuses on the development of keyboarding speed and accuracy through proven individualized skillbuilding drills.
Course Objective:	The student will be able to key by touch at a minimum of 30 net words per minute on five-minute straight copy timed writing which are administered in the final days of the course.
Grading:	Timed tests are worth 100%. Net Words Per Minute 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=net words per minute (NWPM). All assigned drill work must be completed in order to record a timed writing score.

30 WPM	D
31	D+
32	C-
33	C
34	C+
35	B-

36	B
37	B+
38	A-
39	A
40+	A+

- Course Policy**
1. Attendance is required and will be taken at each class. If you are ill, please call your instructor. More than 3 missed classes may result in a recommendation of “Debarred from Exam.” (See College Calendar, p. 33)
 2. In-class tests, mid-terms, and final exams must be completed at the scheduled times. Alternate or individualized examination times will not be considered. Failure to complete examinations at the scheduled times will result in a grade of zero (0).
 3. If you miss a class, have a classmate call you with your assignments. You are responsible for any work missed.
 4. Assignments are due on the dates set by the instructor. Assignments may be handed in early, but only exceptional circumstances may assignments be handed in late.
 5. If you miss an in-class or homework assignment, you receive a zero (0) for that assignment. Some of these assignments may be unannounced before the date.

This policy may change from course to course

6. Plagiarism will not be tolerated.
7. All major assignments must be completed in order to complete a course.
8. Keep your work up-to-date. If you are absent, phone your study partner to find out what work you missed.

Study Partners' Name _____

Study Partner's Phone Number _____

Read your Rights & Responsibilities on page 32-42 of the College Calendar.