



# Grande Prairie Regional College

## Department of Office Administration

### Course Outline Fall 2008

OA 1231 A2 and OA2250M2 Skill Building I 1.5 (0-0-2.25) 38 hours

M W-F 9:00 – 9:50 a.m. A305

<b>Instructor</b>	Sharron Barr	<b>Phone</b>	539-2979(w) 897-6676(cell)
<b>Office</b>	A313B or E309	<b>E-mail</b>	<a href="mailto:sbarr@gprc.ab.ca">sbarr@gprc.ab.ca</a>
<b>Office</b>	11:30 a.m. – 1 p.m.		
<b>Hours</b>	Or by appointment		

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

None – NOTE: THIS SECTION IS RESERVED FOR BEGINNING KEYBOARDING. THE KEYBOARD WILL BE TAUGHT.

#### **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.

#### **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 straight copy timed writings which are administered in the final days of the course.

#### **Grading Criteria:**

All drill work must be completed in order to receive a grade in the course. Timed tests are worth 100%. Net Words Per Minute (NWPM) 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 = NWPM. All assigned drill work must be completed in order to record a timed writing score.

>39 NWPM	A <sup>+</sup>
39	A
38	A <sup>-</sup>
37	B <sup>+</sup>
36	B
35	B <sup>-</sup>
34	C <sup>+</sup>
33	C
32	C <sup>-</sup>
31	D <sup>+</sup>
30	D
<30	F

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>Percentage Guidelines</b>	<b>Designation</b>
<b>A<sup>+</sup></b>	<b>4</b>	<b>90 – 100</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4</b>	<b>85 – 89</b>	
<b>A<sup>-</sup></b>	<b>3.7</b>	<b>80 – 84</b>	<b>FIRST CLASS STANDING</b>
<b>B<sup>+</sup></b>	<b>3.3</b>	<b>76 – 79</b>	
<b>B</b>	<b>3</b>	<b>73 – 75</b>	<b>GOOD</b>
<b>B<sup>-</sup></b>	<b>2.7</b>	<b>70 – 72</b>	
<b>C<sup>+</sup></b>	<b>2.3</b>	<b>67 – 69</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2</b>	<b>64 – 66</b>	
<b>C<sup>-</sup></b>	<b>1.7</b>	<b>60 – 63</b>	
<b>D<sup>+</sup></b>	<b>1.3</b>	<b>55 – 59</b>	<b>MINIMAL PASS</b>
<b>D</b>	<b>1</b>	<b>50 – 54</b>	
<b>F</b>	<b>0</b>	<b>0 – 49</b>	<b>FAIL</b>

