



# Grande Prairie Regional College

## Office Administration

### COURSE OUTLINE – FALL 2011

#### OA 1231 A2 Skill Building I 1.5 (0-0-3) Introductory Skill Building

<b>Instructor</b>	Sharron Barr	<b>Phone</b>	(780) 539-2979 (780)897-6676
<b>Office</b>	A313B	<b>Email</b>	sbarr@gprc.ab.ca
<b>Office Hours</b>	M/F: 11:30am – 1:00pm Or by appointment	<b>Class</b>	M/W/F: 9:00 – 9:50 Rm. A307

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

None

#### **Required Text/Resource Materials:**

Skill Building course pack available for sale at the bookstore.

#### **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.

**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**

<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Net Words Per Minute</b>	<b>Designation</b>
A <sup>+</sup>	4	≥35	EXCELLENT
A	4	34	
A <sup>-</sup>	3.7	33	FIRST CLASS STANDING
B <sup>+</sup>	3.3	32	
B	3	31	GOOD
B <sup>-</sup>	2.7	30	
C <sup>+</sup>	2.3	29	SATISFACTORY
C	2	28	
C <sup>-</sup>	1.7	27	
D <sup>+</sup>	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.

## **Department of Office Administration**

### **Policy on Cell Phones, Other Personal Electronic Devices & Social Media**

Users of cell phones and other personal electronic devices must be attentive to the needs, sensibilities and rights of other members of the College community. The use of these devices must not disrupt the functions of the College overall and its classrooms and labs. Instructors have the right to have strict individual policies related to cell phones in order to provide and maintain a classroom environment that is conducive to learning and the respect of others.

Cell phones, PDA's and pagers must be turned off and placed out of sight in classrooms and computer labs during instructional time. Devices can only be turned on and set to silent mode with the expressed consent of individual instructors. Sending or receiving text messages or gaming on a cell phone during class is not acceptable. In addition, cell phones and other personal electronic devices incorporating cameras must be turned off and out of sight in any area in which individuals have reasonable expectations of privacy. This includes classrooms and computer labs.

When class and lectures begin, please refrain from online activities that do not bring value to your learning and content being discussed. Think of personal time online in the same way employers view personal phone calls and emails at work. Instructors may utilize software monitoring programs or limit access to online applications during class time to eliminate distractions at your individual workstations. Instructors may have penalties for violations of this policy.

Some instructors may have penalties for violations. If cell phones, pagers, calculators, recorders, digital cameras, PDA's MP3 players or other personal electronic devices are used inappropriately for the purposes of cheating or academic dishonesty, then students who do so will be penalized appropriately under the Academic Honesty policy of Grande Prairie Regional College.