



Grande Prairie Regional College  
School of Health Wellness and Career Studies  
Office Administration Department

COURSE OUTLINE – FALL 2014  
OA 1231 A2 Skill Building I 1.5 (0-0-3)

<b>Instructor</b>	Sharron Barr	<b>Phone</b>	(780) 539-2979 (780)897-6676 (cell)
<b>Office</b>	A313B or C203	<b>Email</b>	sbarr@gprc.ab.ca
<b>Office Hours</b>	M-F: TBA or by appointment Contact me anytime as the numbers or email provided. Text me on my cell anytime.	<b>Class</b>	M/W/F: 8:30 – 9:20 Rm. A313

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

None

**Required Text/Resource Materials:**

New Keys (in house course pack)

**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):**

Directed drill instruction and participation.

This section is designed for those students who have self-identified as beginning keyboarders or have been assessed beginning keyboarders. Students will participate as a class in directed keyboard drills to learn to touch type and to build skill.

**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 50% and touch typing technique assessment is worth 50%. 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 drill work must be completed in order to attain a grade in this course. Only those timed writing completed using prescribed touch typing techniques will be accepted for grading. ALL TIMED WRITING MUST BE COMPLETED IN CLASS and are completed as a class.** Final Grades will be based on your top 5 minute timed writing. Grades will be assigned on the Letter Grading System.

## **Course Schedule/Timeline:**

Class time will include warm-up drills, structured 1, 3, and 5 minutes timed writing and assigned drill work including structured drills. Drill work will be assigned weekly and extra individualized drill work will be assigned based upon speed and accuracy needs as indicated by timed writings.

### **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

## **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.