



# Grande Prairie Regional College

## Department of Office Administration

### COURSE OUTLINE – WINTER 2011 OA 1232 B3 Skill Building II 1.5 (0-0-3)

<b>Instructor</b>	Wendy Campeau	<b>Phone</b>	(780) 539-2988
<b>Office</b>	C209	<b>Email</b>	<a href="mailto:wcampeau@gprc.ab.ca">wcampeau@gprc.ab.ca</a>
<b>Office Hours</b>	M/W: 11:30am – 1:00pm Or by appointment	<b>Class</b>	M/W/F: 9:00 – 9:50 Rm. A312

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#### **Prerequisite(s)/Co-requisite(s):**

OA1231

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

- 1) Sharp, Olinzock & Santos. *Keychamp*, 2<sup>nd</sup> Edition. South-Western Educational Publishing, 1999.

#### **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:**

Upon completion of the course students will obtain the following skills:

- 1) The student will be able to key by touch at a minimum of 35 net words per minute on five-minute straight 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. 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.

For each assigned drill work, for every digraph less than 15, you must practice 3 times before submitting your drill for marking.

All drills must be saved as a .jpg with your FirstInitialLastName-PR##.jpg and submitted to Moodle by the dates indicated.

Grades will be assigned on the Letter Grading System.

**Office Administration  
Grading Conversion Chart**

<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>	<b>Designation</b>
A <sup>+</sup>	4	45	EXCELLENT
A	4	44	
A <sup>-</sup>	3.7	43	FIRST CLASS STANDING
B <sup>+</sup>	3.3	42	
B	3	41	GOOD
B <sup>-</sup>	2.7	40	
C <sup>+</sup>	2.3	39	SATISFACTORY
C	2	38	
C <sup>-</sup>	1.7	37	
D <sup>+</sup>	1.3	36	MINIMAL PASS
D	1	35	
F	0	34 - 0	FAIL

## Course Schedule/Timeline:

Week	Date	Activity	Assignment	Due Date
1	Jan. 3 – 7	- Course Introduction - Typing Drills, Timed Writings & Submission Instructions	Sessions 1 & 2	<b>Sun. Jan. 9</b>
2	Jan. 10 – 14	- 5-minute timed writing #2 pg. 131 <b>Due Fri. Jan. 14</b>	Sessions 3 & 4 Sessions 5 & 6 Sessions 7 & 8	<b>Sun. Jan. 16</b>
3	Jan. 17 – 21	- 5-minute timed writing #4 pg. 132 <b>Due Fri. Jan. 21</b>	Sessions 9 & 10 Sessions 11 & 12 Sessions 13 & 14	<b>Sun. Jan. 23</b>
4	Jan. 24 – 28	- 5-minute timed writing #6 pg. 133 <b>Due Fri. Jan. 28</b>	Sessions 15 & 16 Sessions 17 & 18 Sessions 19 & 20	<b>Sun. Jan. 30</b>
5	Jan. 31 – Feb. 4	- 5-minute timed writing #8 pg. 134 <b>Due Fri. Feb. 4</b>	Sessions 21 & 22 Sessions 23 & 24 Sessions 25 & 26	<b>Sun. Feb. 6</b>
6	Feb. 7 – 11	- 5-minute timed writing #10 pg. 135 <b>Due Fri. Feb. 11</b>	Sessions 27 & 28 Sessions 29 & 30 Sessions 31 & 32	<b>Sun. Feb. 13</b>
7	Feb. 14 – 18	- 5-minute timed writing #12 pg. 136 <b>Due Fri. Feb. 18</b>	Sessions 33 & 34 Sessions 35 & 36 Sessions 37 & 38	<b>Sun. Feb. 20</b>
8	Feb. 21 – 25	<b>Winter Break – No Classes</b>		
9	Feb. 28 – Mar. 4	- 5-minute timed writing #14 pg. 137 <b>Due Fri. Mar. 4</b>	Sessions 39 & 40 Sessions 41 & 42 Sessions 43 & 44	<b>Sun. Mar. 6</b>
10	Mar. 7 – 11	- 5-minute timed writing #16 pg. 138 <b>Due Fri. Mar. 11</b>	Sessions 45 & 46 Sessions 47 & 48 Sessions 49 & 50	<b>Sun. Mar. 13</b>
11	Mar. 14 – 18	- 5-minute timed writing #18 pg. 139 <b>Due Fri. Mar. 18</b>	Sessions 51 & 52 Sessions 53 & 54 Sessions 55 & 56	<b>Sun. Mar. 20</b>
12	Mar. 21 – 25	- 5-minute timed writing #20 pg. 140 <b>Due Fri. Mar. 25</b>	Sessions 57 & 58 Sessions 59 & 60 Sessions 61 & 62	<b>Sun. Mar. 27</b>
13	Mar. 28 – Apr. 1	- 5-minute timed writing #22 pg. 141 <b>Due Fri. Apr. 1</b>	Sessions 63 & 64 Sessions 65 & 66 Sessions 67 & 68	<b>Sun. Apr. 3</b>
14	Apr. 4 – 8	- 5-minute timed writing #24 pg. 142 <b>Due Fri. Apr. 8</b>	Sessions 69 & 70 Sessions 71 & 72 Sessions 73 & 74	<b>Sun. Apr. 10</b>
15	Apr. 11 – 15	- 5-minute timed writing #26 pg. 143 <b>Due Tue. Apr. 12</b>	Sessions 75 & 76	<b>Tues. Apr. 12</b>