

DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE – WINTER 2013

OA1232 SKILL BUILDING II 1.5(0-0-3) 45 HOURS

INSTRUCTOR: Zonya Sabourin **PHONE:** 780-723-5206

OFFICE: Edson Provincial **E-MAIL:** zsabourin@gprc.ab.ca.

Building

Monday and Wednesday: 10:00 a.m. to 11:00 a.m.

OFFICE HOURS: Friday: 9:00 a.m. to 10:00 a.m.

Or by appointment

PREREQUISITE(S)/COREQUISITE:

OA1231.

REQUIRED TEXT/RESOURCE MATERIALS:

Sharp, Olinzock & Santas: Keychamp, 2nd Edition. South-Western Educational Publishing, 1999.

CALENDAR DESCRIPTION:

The course focuses on the development of keyboarding speed and accuracy through proven individualized skill building drills and timings.

CREDIT/CONTACT HOURS: 1.5 credits/45 contact hours

DELIVERY MODE(S):

Computer lab: self-directed modules.

OBJECTIVES:

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. These writings will be administered in the final days of the course.

TRANSFERABILITY: N/A

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 (GWAM) 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. Grades will be assigned on the Letter Grading System as indicated in the chart:

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-Point Equivalent	Net Words per Minute	Designation
A+	4.0	>44	
Α	4.0	44	EXCELLENT
A-	3.7	43	
B+	3.3	42	FIRST CLASS STANDING
В	3.0	41	
B-	2.7	40	GOOD
C+	2.3	39	
С	2.0	38	SATISFACTORY
C-	1.7	37	
D+	1.3	36	
D	1.0	35	MINIMAL PASS
F	0.0	<35	FAIL
WF	0.0		FAIL/WITHDRAW

STUDENT RESPONSIBILITIES/JOB SUCCESS SKILLS:

Job success skills are demonstrated through regular attendance and punctuality, timely completion of work, maintaining a high standard of work, an ability to work both independently and collaboratively, and being present and attentive while in class. Failure to demonstrate any of these skills will result in a loss of job success skills marks for each occurrence.

Social networking and cell phone use during class time are not examples of successful job skills and will result in a loss of marks in this area for each occurrence.

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the Student Conduct section of the College Admission Guide at http://www.gprc.ab.ca/programs/calendar/ or the College Policy on Student Misconduct: Plagiarism and Cheating at www.gprc.ab.ca/about/administration/policies/**

**Note: all Academic and Administrative policies are available on the same page.