



DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE – FALL 2012

OA1231 SKILL BUILDING 1 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, Wednesday and Friday

OFFICE HOURS: 10:00 a.m. – 11:00 a.m.

Or by appointment

PREREQUISITE(S)/COREQUISITE:

Instructor's personal preferences are that the student possesses basic knowledge of a computer and keyboard.

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 and verbal instruction.

OBJECTIVES:

The student will be able to key **by touch** at a minimum of 25 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	35	EXCELLENT
A+	4	34	
A-	3.7	33	FIRST CLASS STANDING
B+	3.3	32	
B	3	31	GOOD
B-	2.7	30	
C+	2.3	29	SATISFACTORY
C	2	28	
C-	1.7	27	
D+	1.3	26	MINIMAL PASS
D	1	25	
F	0	24	FAIL

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.