



**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*, 2<sup>nd</sup> 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/\\*\\*](http://www.gprc.ab.ca/about/administration/policies/**)

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