



**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  
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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*, 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: 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:

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

**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.