GPRC

DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE –WINTER 2014

OA 1231 A2 SKILL BUILDING I -1.5 (0-0-3)

INSTRUCTOR:	Tashia Lepage	**PHONE:**	780.865.7666
		TEXT:	780.865.0431
OFFICE:	Hinton Office	**E-MAIL:**	tlepage@gprc.ab.ca

OFFICE HOURS: By appointment

PREREQUISITE(S)/COREQUISITE:

N/A

REQUIRED TEXT/RESOURCE MATERIALS:

Sharp.Olinzock &Santas: *Keychamp.*2[11]d Edition.South-WesternEducational Publishing. 1999.

CALENDAR 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:

Lab

OBJECTIVES:

The student will be able to key by touch at a minimum of 25 net words per minute of five minute copy timed writings.

GRADING CRITERIA:

Timed tests are worth 100%. Net Words per Minute will be determined by five minute timings. A combination of timings throughout the semester and the final timings will be used to determine the overall grade. Net Words will be calculated using the following format:

Gross Words per Minute (GWPM) minus 2 for each error – Net Words per Minute (NWPM)

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A$^+$	4.0	>34	EXCELLENT
A	4.0	34	
A$^-$	3.7	33	FIRST CLASS STANDING
B$^+$	3.3	32	
B	3.0	31	GOOD
B$^-$	2.7	30	
C$^+$	2.3	29	SATISFACTORY
C	2.0	28	
C$^-$	1.7	27	
D$^+$	1.3	26	MINIMAL PASS
D	1.0	25	
F	0.0	<25	FAIL
WF	0.0		FAIL, withdrawal after the deadline

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.