



**DEPARTMENT BUSINESS AND OFFICE ADMINISTRATION – WINTER 2016**

**OA1232 (HI/ED): SKILLS BUILDING II – 1.5(0-0-3) 45 Hours**

**INSTRUCTOR:** TASHIA LEPAGE                      **PHONE:** 780-865-7666  
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**OFFICE HOURS:** By Appointment

**CALENDAR DESCRIPTION:**

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

**PREREQUISITE(S)/COREQUISITE:**

OA 1231

**REQUIRED TEXT/RESOURCE MATERIALS:**

No text is required for this course.

**DELIVERY MODE:**

Directed drill instruction and participation.

**COURSE OBJECTIVES:**

Understanding the key role touch typing skills have on an individual's employability.

Development of keyboarding speed and accuracy.

**LEARNING OUTCOMES:**

The student will be able to key by touch at a minimum of 35 net words per minute on five-minute copy timed writings.

**TRANSFERABILITY:**

*This course is not intended to be transferable to other post secondary institutions. Consult the AB transfer guide at <http://www.transferalberta.ca>*

**\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

## EVALUATIONS:

Timed tests are worth 100% of the mark. The top five scores throughout the semester will comprise 50% of the score. The top five scores during the final week of classes will comprise the other 50%. Net Words per Minute will be determined by five minute timings. Net Words will be calculated using the following format:

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

Only those timed writings completed using prescribed touch typing techniques will be accepted for grading. All timed writings must be completed under the direct supervision of the instructor

## GRADING CRITERIA: (The following criteria may be changed to suite the particular course/instructor)

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**. This means **DO NOT GET LESS THAN “C-” IF YOU ARE PLANNING TO TRANSFER TO A UNIVERSITY.**

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100		C+	2.3	67-69
A	4.0	85-89		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

## STUDENT RESPONSIBILITIES:

Please refer to:

[https://www.gprc.ab.ca./files/forms\\_documents/StudentRightsandResponsibilities.pdf](https://www.gprc.ab.ca./files/forms_documents/StudentRightsandResponsibilities.pdf)

\*\* NOTE: all Academic and Administrative policies are available at <http://www.gprc.ab.ca/about/administration/policies/>

## STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, 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.

**TENTATIVE TIMELINE:**

<b>Week:</b>	<b>Topic:</b>
1	Advanced Courses- Introduction and Vowels Timing 1-2
2	Consonants and Short Words Timing 3-4
3	Double Letter and Phrases Timing 5-6
4	Prefixes and Suffixes Timing 7-8
5	Guru Courses- 2-5 Grams and Combo Grams Timing 9-10
6	Pangrams 1-2 Timing 11-12
7	Pangrams 3-5 Timing 13-14
8	Numeric Key Pad- Home Row and Top Row Timing 15-16
9	Bottom and Zero Key Timing 17-18
10	Keypad Drills Timing 19-20
11	Math Timing 21-22
12	Dictation- Easy Timing 23-24
13	Dictation- Medium Timing 25-26
14	Dictation- Hard Timing 27-28
15	Final Exam Timings