



## **DEPARTMENT OF OFFICE ADMINISTRATION**

### **COURSE OUTLINE – WINTER 2015**

#### **OA 1232 – SKILL BUILDING II – 1.5(0-0-3) 45 HOURS**

**Instructor** Garth Finlay  
**Office** E309  
**Office Hours** Mon. - Wed. 10:00-11:20  
or by appointment

**Phone** 780-539-2988  
**Text** 780-897-0306  
**E-mail** [gfinlay@gprc.ab.ca](mailto:gfinlay@gprc.ab.ca)

#### **PREREQUISITE(S)/COREQUISITE:**

OA1231

#### **REQUIRED TEXT/RESOURCE MATERIALS:**

Sharp, Olinzock & Santos. Keychamp, 2nd edition. South-Western Educational Publishing, 1999.

OR

Keyboarding Drills for Beginners Course Pack

Skill Building Course Pack

#### **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(S):**

Lecture/Lab

**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 which are administered in the final days of the course.

**GRADING CRITERIA:**

Grades will be assigned on the Letter Grading System.

DEPARTMENT OF OFFICE ADMINISTRATION			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Net Words Per Minute	Designation
A <sup>+</sup>	4.0	>44	EXCELLENT
A	4.0	44	
A–	3.7	43	FIRST CLASS STANDING
B+	3.3	42	
B	3.0	41	GOOD
B–	2.7	40	
C+	2.3	39	SATISFACTORY
C	2.0	38	
C–	1.7	37	
D+	1.3	36	MINIMAL PASS
D	1.0	35	
F	0.0	<35	FAIL
WF	0.0		FAIL, withdrawal after the deadline

## EVALUATIONS:

Your final mark will be determined strictly by timed tests. 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 drill work must be completed in order to attain a grade in this course. Only those timed writing completed using prescribed touch typing techniques will be accepted for grading.

**ALL TIMED WRITINGS MUST BE COMPLETED IN CLASS** and are completed as a class.

A course average will be calculated at the end of the semester based on your 5 best timings. This will count for half of your score for your final grade. Three final timed writings at the end of the semester will be averaged and added to your semester average. This will then be averaged for your final score. All assigned drill work must be completed in order to complete the final timings.

## 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.

## COURSE SCHEDULE/TENTATIVE TIMELINE:

Drill work and textbook work will be assigned each week. This work must be done in class. Each week will conclude, on Friday, with a 5 minute timed writing.

The final three classes of the semester will have the three final timings (one each day). An additional final timing will be set during the final exam date. An average of the top five weekly timings and the top three final timings will be used to calculate the final grade.