



DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE – WINTER 2015

OA 1232 HI/ED SKILL BUILDING II - 1.5 (0-0-3)

INSTRUCTOR: Shelly Cardiff **PHONE:** 780.865.7666
OFFICE: Hinton **E-MAIL:** scardiff@gprc.ab.ca
OFFICE HOURS: By appointment

PREREQUISITE(S)/COREQUISITE:
OA 1231

REQUIRED TEXT/RESOURCE MATERIALS:

Sharp, Olinzock & Santas: Keychamp. 2nd Edition. South-Western Educational 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:

Lecture/Lab

OBJECTIVES:

The student will be able to key by touch at a minimum of 35 net words per minute of five minute copy timed writings which are administered throughout the course.

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	>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

Five minute timed writing will be completed in class weekly, most often on Fridays. If class is not held on a Friday, an alternative date for the timed writings will be announced in class. Timed writings will only be accepted from students who are present in class during the writing. Results from these writings will be averaged and will comprise 50% of the student's grade.

The final three classes of the semester will have final timings. An average of the top two timings from each day will be averaged and used to calculate the final 50% of the student's grade.

COURSE SCHEDULE/TENTATIVE TIMELINE:

Drill work and textbook work will be assigned each week. This work must be done in class.

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.