



**DEPARTMENT OF OFFICE ADMINISTRATION**

**COURSE OUTLINE – FALL 2012**

**OA1231 SKILL BUILDING – 1.5(0-0-3)**

**Monday/ Friday 8:30-9:50 A313**

**INSTRUCTOR:** Nicole Menzies

**PHONE:** 539-2758

**OFFICE:** C411

**E-MAIL:** NMenzies@gprc.ab.ca

**OFFICE HOURS:** Tuesday/Thursday 1:00-2:20 or by appointment

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**PREREQUISITE(S)/COREQUISITE:**

None

**REQUIRED TEXT/RESOURCE MATERIALS:**

Sharp, Olinzock & Santos. *Keychamp*, 2<sup>nd</sup> 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:**

Lab

**OBJECTIVES:**

The student will be able to key, **by touch**, at a minimum of 25 net words per minute on five-minute straight copy timed writings which are administered in the final days of the course.

**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.

## Office Administration Department Grading Conversion Chart

Alpha Grade	4-Point Equivalent	Net Words Per Minute	Designation
A+	4	> = 35	<b>EXCELLENT</b>
A	4	34	
A-	3.7	33	<b>FIRST CLASS STANDING</b>
B+	3.3	32	
B	3	31	<b>GOOD</b>
B-	2.7	30	
C+	2.3	29	<b>SATISFACTORY</b>
C	2	28	
C-	1.7	27	
D+	1.3	26	<b>MINIMAL PASS</b>
D	1	25	
F	0	< 25	<b>FAIL</b>

## **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.