



School of Health Wellness and Career Studies
Office Administration Department

COURSE OUTLINE – WINTER 2015

OA 1231 SKILL BUILDING 1 - 1.5 (0-0-3) 45 HOURS

Instructor: Ray Savage

Phone: 780.539.2712

Email: rsavage@gprc.ab.ca

Office: C404 TR 1100 -1200

Prerequisite(s)/corequisite(s):

None

Required Text/Resource Materials:

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

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):

Lab

Objectives:

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

Transferability

Students are cautioned that it is their responsibility to contact the receiving institution to ensure transferability

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 (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.
- Timed Writings will occur 1 per week on Fridays.
- Grades will be assigned on the Letter Grading System.
- Missed Timed Writings will be written the next class with a 4 GWPM penalty.

Office Administrative Department Grading Conversion Chart

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

Course Schedule/Timeline:

Course Schedules will be provided the first week of class.

Student Responsibilities

To read, understand and comply with GPRC academic policies.

**Note: all Academic and Administrative policies are available at

<https://www.gprc.ab.ca/about/administration/policies/>

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.