



DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE – FALL 2012

OA2250 SKILL BUILDING- A2 – 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

PREREQUISITE(S)/COREQUISITE:

1232

REQUIRED TEXT/RESOURCE MATERIALS:

Sharp, Olinzock & Santos. *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:

Lab

OBJECTIVES:

The student will be able to key, **by touch**, at a minimum of 40 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	> = 50	EXCELLENT
A	4	49	
A-	3.7	48	FIRST CLASS STANDING
B+	3.3	47	
B	3	46	GOOD
B-	2.7	45	
C+	2.3	44	SATISFACTORY
C	2	43	
C-	1.7	42	
D+	1.3	41	MINIMAL PASS
D	1	40	
F	0	< 40	FAIL

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.