DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE – WINTER 2013

OA 1232 SKILL BUILDING – 1.5 (0-0-3)

INSTRUCTOR:	Nicole Menzies	**PHONE:**	780-539-2758
OFFICE:	C411	**E-MAIL:**	nmenzies@gprc.ab.ca
OFFICE HOURS:	Tuesday/Thursday 10:00 – 11:20 or by appointment		

PREREQUISITE(S)/COREQUISITE:
OA1231

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 35 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).

Course Average will be calculated at the end of the semester. This will count for half your score for your final grade. The final timed writing 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. 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	>= 45	EXCELLENT
A	4	44	
A-	3.7	43	FIRST CLASS STANDING
B+	3.3	42	
B	3	41	GOOD
B-	2.7	40	
C+	2.3	39	SATISFACTORY
C	2	38	
C-	1.7	37	
D+	1.3	36	MINIMAL PASS
D	1	35	
F	0	<35	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.