

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
OA 1231 A, SKILLBUILDING
COURSE OUTLINE
FALL, 1999

OCT 08 1999

Grande Prairie
Regional College

- Instructor: Diane Kinderwater
Office: C302 (Check my door for office hours)
Phone 539-2783 (Leave message if no answer)
- Text: Championship Keyboarding Drills, Third Edition:
Cortez Peters. Glencoe/McGraw Hill, 1997.
- Course Description: This keyboarding course focuses on the development of keyboarding speed and accuracy through proven individualized skillbuilding drills.
- Course Objectives: The student will master touch keyboarding including alphabetic, non-alphabetic and numeric parts of the keyboard. Students should be able to touch-type at a minimum speed of 30 net words per minute on a straight copy 5 minute timed writing.
- Grading: **ATTENDANCE AT EACH CLASS IS MANDATORY!**
Production Tests are worth 100% of your course mark
A minimum of 30 nwpm (net words per minute) must be attained to pass this course and progress to the next level (OA 1232). This will be determined by five minute timings. Net words will be calculated using the following format: Gross words per minute (gwpm) minus 2 for each error = net words per minute (nwpm).
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|------------------|---|
| Less than 20 wpm | 1 |
| 21-25 | 2 |
| 26-29 | 3 |
| 30 | 4 |
| 31-32 | 5 |
| 33-34 | 6 |
| 35-36 | 7 |
| 37-39 | 8 |
| 40+ | 9 |
- Supplies: Standard file folder, computer disks.