

**OA 1231 Skill Building 1**

Room A201

Instructor Liz Jacobs

Text	Championship Keyboarding Drills, Third Edition; Cortez Peters Glencoe/McGraw-Hill '97
Software	Cortez Peters and Shareware MK Typing Tutor
Prerequisites	None
Course Description	This course focuses on the development of keyboarding speed and accuracy through proven individualized skill building 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	Keyboarding 90% Term Assignments 10%

A minimum of 30 nwpm (net words per minute) is required to pass this course and progress to the next level and this will be determined by 5 minute timed writings.

Net words will be calculated using the following format gross words per minute (gwpm) minus 2 words for each error equals net words per minute (nwpm)

$$\text{nwpm} = \text{gwpm} - 2 \text{ words for each error}$$

less than 20 nwpm	1
21-25	2
26-29	3
30	4
31-32	5
33-34	6
35-36	7
37-39	8
40	9