

GRANDE PRAIRIE REGIONAL COLLEGE
 OFFICE ADMINISTRATION
 OA 2250 A, (SKILLBUILDING, LEVEL 111)
 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: Keyboarding Proficiency Drills (Melanson) Copp
 Clark Pitman, 1993.
- Prerequisite: 40 nwpm or permission of instructor
- Course Description: This keyboarding course focuses on the development of keyboarding speed and accuracy through proven individualized skillbuilding drills. Introductory machine transcription will be included.+
- 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 50 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 50 nwpm (net words per minute) must be attained to pass this course. 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).

Less than 40 wpm	1
41-45	2
46-49	3
50	4
51-55	5
56-59	6
60-64	7
65-69	8
70+	9

- Supplies: Standard file folder, computer disks.