

GRANDE PRAIRIE REGIONAL COLLEGE  
OFFICE ADMINISTRATION  
COURSE OUTLINE

SEP. 12 2001

OA 2250 AL SKILL BUILDING (1511) (1511) (1)

**INSTRUCTOR:** Gail Sherman  
Office: B309A  
Phone: 539-2979 (office)  
513-5575 (home)  
E-mail: sherman@gprcc.ab.ca

**TEXT:** Key Champ

**PREREQUISITE:** 30nwpm or permission of instructor

**COURSE DESCRIPTION:** The course focuses on the development of keyboarding speed and accuracy through proven individualized skill building 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 40 net words per minute on a straight copy 5 minute timing.

**GRADING:** **ATTENDANCE AT EACH CLASS IS MANDATORY!**  
Timed Tests are worth 100%. A minimum of 40 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 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

**SUPPLIES:** Standard file folder, 3.5" high density disks, pen for marking errors

CC

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