Grande Prairie Regional College
Administrative Technology
Course Outline
OA 2250A2
Skill Building III (1.5) (0-0-2.5)

Prerequisite: 40 NWPM or permission of instructor.

Session Details: Fall 2003
T R 8:30-9:50
A301

Instructor: Loren Jacula ljacula@gprc.ab.ca
Phone: (780) 539-2205
Office: C220

Text: Melanson, Marg, Keyboarding Proficiency Drills, 2nd Edition, McGraw-Hill, 1999.

Delivery Mode: Lab

Course Description: This keyboarding course focuses on the development of keyboarding speed and accuracy through proven individualized skillbuilding drills.

Course Objective: The student will be able to key by touch at a minimum of 50 net words per minute on five-minute straight copy timed writing which are administered in the final days of the course.

Grading: 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 (GWPM) minus 2 for each error=net words per minute (NWPM). All assigned drill work must be completed in order to record a timed writing score.

A+	=	60+
A	=	59
A-	=	58
B+	=	57
B	=	56
B-	=	55
C+	=	54
C	=	53
C-	=	52
D+	=	51
D	=	50