

SEP 13 2000

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
OA 2250 B, (SKILLBUILDING, LEVEL III)
COURSE OUTLINE
FALL, 2000

- Instructor: Sharron Barr
Office: A306 (Check my door for office hours)
Phone: 539-2777 (w) (Leave message if no answer)
539-9216 (h)
- Text: Keyboarding Proficiency Drills (Melanson) Copp Clark
Pitman, 1993. (distributed in class)
- 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!**
Timed 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.