GPRC

GRANDE PRAIRIE REGIONAL COLLEGE
OA 1232 A/B, SKILLBUILDING II
COURSE OUTLINE
WINTER, 2000

Instructor	Kelly Coulter Office: C214 Phone: 539-2829 Email: kcoulter@gprc.ab.ca
Text	Championship Keyboarding Drills: Cortez Peters. Glencoe/McGraw Hill, 1997.
Prerequisite	30 NWPM or permission of instructor. ✓ In addition, the instructor may use other resources to supplement the above materials.
Course Description	This course focuses on the development of employable 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 40 net words per minute on a straight copy 5 minute timed writing.
Course Policy	ATTENDANCE AT EACH CLASS IS MANDATORY! If you are ill, you must notify your instructor. Production tests are worth 100% of your course mark.
Grading	A minimum of 40 NWPM (net words per minute) must be attained to pass this course and progress to the next level OA2250. 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 30 NWPM	1
31-35	2
36-39	3
40	4
41–42	5
43-44	6
45-46	7
47-49	8
50+	9

Supplies	Standard file folder, 3.5" high density disks, pens for marking errors.