GRANDE PRAIRIE REGIONAL COLLEGE
OA1232 A3/B3 SKILLBUILDING II
COURSE OUTLINE
WINTER – 2005
1.5 (0-0-5) 38 hours

Instructor   Kelly Coulter
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Text   <u>KeyChamp</u> Sharp, Walter., Olinzock, Anthony., & Santos, Otto.,
                        Toronto, Ont. South-Western Educational Publishing

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 AT2250. 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 39 NWPM
                        40
                        41
                        42
                        43
                        44
                        45
                        46
                        47
                        48
                        49
                        50+

Supplies