

GRANDE PRAIRIE REGIONAL COLLEGE  
OFFICE ADMINISTRATION  
COURSE OUTLINE

CA1230 - KEYBOARDING

D. Kinderwater

F94

**TEXT:** CHAMPIONSHIP TYPING DRILLS  
AUTHOR: CORTEZ PETERS

**COURSE DESCRIPTION:** The course focuses on the development of keyboard speed and accuracy as well as numeric keypadding.

**COURSE OBJECTIVES:** Using touch typing techniques, the student will attain the prescribed speed (25 net words per minute on a five-minute timed writing) and accuracy on the keyboard. The student will complete skill building drills as assigned. The student will complete a numeric keypadding module.

**GRADING:** This keyboarding module will be graded on a credit/non-credit basis. The prescribed goal is to attain 25 net words per minute based on a five-minute timed writing.

**SCHEDULE:** This one-credit class is scheduled to meet every day for approximately 25 days.