

Grande Prairie Regional College
Administrative Technology
Course Outline
OA0101 Introductory Keyboarding & Skill Building

Prerequisite: None

Session Details M-R 8:30 – 9:50

Instructor: Sharron Barr
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Text: Ober, Hanson, Johnson, Rice, Poland, and Rossetti College
Keyboarding and Document Processing for Windows, 8th Edition,
Westville, OH, Gregg, 2002

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 25 net
words per minute on five-minute straight copy timed writing
which are administered in the final days of the course.

25 NWPM	D
26	D+
27	C-
28	C
29	C+
30	B-
31	B
32	B+
33	A-
34	A
35	A+