

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

OA1010 - INTRODUCTORY KEYBOARDING

TEXT: Championship Keyboarding, Skillbuilding, & Applications by Cortez Peters

PREREQUISITES: None

COURSE DESCRIPTION: Stresses speed and accuracy building in the skill of touch typewriting.

COURSE OBJECTIVE: The student will be able to touch type at a minimum of 30 net words per minute on straight copy timed writings.

COURSE CONTENT: KEYBOARDING - the alphabetic, numeric, and symbol characters by touch, including the ten-key number pad
SKILLBUILDING - concentrated drill using pre-recorded tapes and specialized software

GRADING: ASSIGNMENTS 20%
Completion of lessons, drills, and corrective practice is essential to success in skillbuilding. The scale for completion of assignments is:

| | |
|--------------------|---|
| All assignments | 9 |
| Three quarters | 6 |
| One half | 4 |
| Less than one half | 1 |

FINAL KEYBOARDING RATE 80%
The scale for keyboarding net words per minute rate is:

| | |
|--------------|-----|
| Less than 24 | 1 |
| 24 - 26 | 2 |
| 27 - 30 | 3 |
| 30 - 33 | 4 * |
| 34 - 37 | 5 |
| 38 - 41 | 6 |
| 42 - 45 | 7 |
| 46 - 49 | 8 |
| 50 + | 9 |

A grade of 4 is necessary to progress to the next level of keyboarding and is determined from performance on five-minute timed writings at the end of the course.

FALL 1992

OA1010 FALL 1992

| WEEK | | | 2 ORIENT | 3 Intro | 4 disks/ software |
|------|-------------------|--------------------------|-------------------------|-------------------------|----------------------|
| 2 | 7 LAB'R DY | 8 Les 1 | 9 Les 2 | 10 TPS1 Les 3 | 11 Les 4 1Race |
| 3 | 14 TPS1 Les 5 | 15 TPS1 Les 6 | 16 TPS2 Les 7 | 17 Les 8 2Race | 18 TPS2 Les 9 |
| 4 | 21 TPS2 Les 10 | 22 TPS3 Les 11 | 23 Les 12 3Race | 24 TPS3 Les 13 | 25 TPS3 Les 14 |
| 5 | 28 TPS4 Les 15 | 29 Les 16 4Race | 30 TPS4 Les 17 | 1 TPS5 Les 18 | 2 TPS5 Les 19 |
| 6 | 5 Les 20 5Race | 6 KRTA | 7 KRTA | 8 KRTA | 9 KRTA |
| 7 | 12 THKS DY | 13 PR1 | 14 TPS6 CP 1'PARA | 15 TPS6 CP 1'PARA | 16 TPS6 PO1 |
| 8 | 19 PR2 | 20 TPS7 CP 1' PARA | 21 TPS7 CP 1'PARA | 22 TPS7 CP 1'PARA | 23 TPS7 PO2 |
| 9 | 26 KRTB | 27 KRTB | 28 KRTB | 29 KRTB | 30 KRTB |
| 10 | 2 PR3 | 3 TPS8 CP 1' PARA | 4 TPS8 CP 1'PARA | 5 TPS8 CP 1'PARA | 6 TPS8 PO3 |
| 11 | 9 RDT1A | 10 RDT1A | 11 REM DY | 12 TEN-KEY | 13 PAD |
| 12 | 16 NL1/2 | 17 NL3/4 | 18 NL5/6 | 19 NL7/8 | 20 NL10/11 |
| 13 | 23 TPS9 PR4 | 24 TPS9 CP 1' PARA | 25 TPS9 CP 1'PARA | 26 TPS9 CP 1'PARA | 27 TPS9 PO4 |
| 14 | 30 TW | 1 CP | 2 TW | 3 CP | 4 TW |
| 15 | 7 TW | 8 TW | | | |