

**GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE**

OA1010—INTRODUCTORY KEYBOARDING

TEXT	College Keyboarding, Complete Course with WordPerfect 5.1 C. Duncan, S. VanHuss, and S. Warner
PREREQUISITES	None
COURSE DESCRIPTION	Stresses speed and accuracy in the skill of touch typewriting from straight copy and during production of basic office documents.
COURSE OBJECTIVES	The student will touch type at a minimum of 30 net words per minute on a 5 minute timed writing. The student will correctly produce basic office documents within reasonable time limitations.
CONTENT	Keyboarding —skillbuilding drills to develop touch typing of the alphabetic, numeric, and symbolic characters. Production —a basic introduction to the format of letters, memos, outlines, reports, enumerations, and tabulated materials using WP 5.1.
GRADING	KEYBOARDING—85% Keyboarding Assignments—5% All assigned keyboarding drills, skill-building workshops, and communication workshops will be assigned a grade of complete or incomplete. A completed assignment will receive the grade of 9 while an incomplete assignment will receive the grade of 0. Keyboarding Rate—80% A minimum of 30 nwpm is required to progress to the next level and will be determined from performance on 5-minute timed writings administered in the final weeks of the course.

GRADING con't... **Keyboarding Rate Grading Scale:**

≤ 20 wpm	1
21-25	2
26-29	3
30	4*
31-32	5
33-34	6
35-36	7
37-39	8
≥ 40	9

PRODUCTION—15%**Assignments—5%**

Each production assignment will be marked as complete or incomplete. A completed assignment will receive a grade of 9 and an incomplete assignment will receive a grade of 0. The instructor will choose, at her discretion, to mark any assignment using the following criteria: possible mark 9, 2 marks deducted for each typographical error and 3 marks for each formatting error.

Exam—5%

There will be a final production exam. Each document will be graded out of 9 possible marks. 2 marks will be deducted for each typographical error and 3 marks for each formatting error.

Reference & Style Guide—5%

Each student will compile a manual that contains samples of the documents created in this course. The student shall annotate selected documents in order that the guide could be used as a sole resource.