

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

CA 101 - BEGINNING TYPEWRITING

TEXT: Championship Keyboarding, Skillbuilding, and Application by Cortez Peters.
Canadian Secretaries Handbook.

PREREQUISITE; NIL

COURSE DESCRIPTION Stresses speed and accuracy building in the skill of touch typewriting. Production of basic centering, open tables, letters, memos and manuscripts.

COURSE OBJECTIVE The student shall have an average production speed of a minimum of 30 net words per minute on straight copy and successful completion of timed production.

COURSE CONTENT: KEYBOARDING - the alphabetic and numeric characters by touch; stresses technique

SKILLBUILDING - will consist of letter by letter rhythmic drills and timings

PRODUCTION - formatting skills for the preparation of basic office applications

PROOFREADING - emphasis on recognizing errors, making corrections, and identifying appropriated responses to common proofreading marks

GRADING: Assignments 30%

- Skillbuilding Assignments/Drills
- Production Applications

OA 101 - BEGINNING TYPEWRITING

Final Speed

50%

The scale for speed mark is:

30 - 33	4
34 - 37	5
38 - 41	6
42 - 45	7
46 - 49	8
50 +	9

A speed of 4 is necessary to progress to the next level of typewriting and will be determined by performance at the end of the course.

Final Production Exam

20%

Final Production is marked out of 9:

Mailable copy - no error	9
Minor error	-1 each
Major error	-2 each
Incomplete	1