

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

OA1020 INTERMEDIATE KEYBOARDING

TEXT: Step-by-Step Skill Building Exercises for the Word Processor, 2nd ed. by Iris Blanc

Canadian Secretary's Handbook

The Cortez Peters Championship Typing Drills,
Cortez Peters, 2nd ed.

SUPPLIES: diskette, bond paper, word processing ruler,
two manila file folders

PREREQUISITE: OA1010 or Typing 20. Student should key a minimum
of 30 net words per minute on a five-minute timed
writing.

COURSE
DESCRIPTION: Emphasizes speed building and accuracy in the
skill of touch keyboarding. Production of
letters, memos, tables, reports, and manuscripts,
with emphasis on mailable copy.

COURSE
OBJECTIVES: The student shall have an average speed of 40 net
words per minute on straight copy and successful
completion of timed production.

COURSE
CONTENT: Memos
Letters
Centring and Tables
Manuscripts and Reports
Additional material, time permitting

WINTER 1993

GRADING: The purpose of OA1020 is for the student to achieve an employable production level of keyboarding for entry into the work force.

The final grade will be composed of speed and production:

PRODUCTION 70%

Assignments	20%
Project	10%
Tests	40%

TIMINGS 30%

The scale for speed is:

40 - 43	= 4
44 - 47	= 5
48 - 51	= 6
52 - 55	= 7
56 - 59	= 8
60 +	= 9

Timed production will be marked out of 9:

Mailable copy - no errors	= 9
Minor error	= -1
Major error	= -2
Not mailable and non-correctable	= 1

A grade of 4 is necessary to progress to the next level.