

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 Secretaries Handbook

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

SUPPLIES: disk, ruler, two file folders

PREREQUISITE: OA1010 or Typing 20. Student should type a minimum of 30 net words per minute on a five-minute test, plus successful timed production on a letter, table, and manuscript.

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

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

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

PRODUCTION: 70%

Assignments	20%
Project	10%
Tests	40%

TIMINGS: 30%

100%

The final grade will be composed of speed and production. 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

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

COURSE  
CONTENT:

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