

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION

COURSE OUTLINE

OA1020 - INTERMEDIATE KEYBOARDING

TEXT: College Keyboarding: Complete Course with WordPerfect 5.1 by Charles H. Duncan, Susie H. VanHuss, and S. ElVon Warner

Gregg Handbook

SUPPLIES: double-sided, high-density diskette; word-processing ruler; binder and dividers; additional supplies as requested by the instructor

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

COURSE DESCRIPTION: Formatting of mailable business correspondence, reports, tables, and administrative documents.

COURSE OBJECTIVE: The student shall format mailable letters, memos, tables, reports, manuscripts, and administrative documents within an allotted time.

COURSE CONTENT: Memos, letters, centring and tables, manuscripts and reports, administrative documents, and additional material, time permitting.

GRADING: The final grade will be composed of:

Assignments	10%
Quizzes	5%
Project	45%
Tests	<u>40%</u>
TOTAL	<u>100%</u>

Timed production will be marked out of 9:

Keyboarding error	-1 (for each error)
Formatting error	-2 (for each error)

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