

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION

COURSE OUTLINE

OA1020 - INTERMEDIATE KEYBOARDING

- TEXT:** Keyboarding with WordPerfect by William M. Mitchell, James E. LaBarre, K. A. Mach, and Nita Hewitt Rutkosky
- Pitman Office Handbook, 2nd ed. by Pat Smith and Pamela Hay-Ellis
- SUPPLIES:** 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:** Production of letters, memos, tables, reports, and manuscripts with emphasis on mailable copy.
- COURSE OBJECTIVE:** The student shall produce mailable letters, memos, tables, reports, and manuscripts within an allotted time.
- COURSE CONTENT:** Memos, letters, centring and tables, manuscripts and reports, additional material, time permitting.
- GRADING:** The final grade will be composed of:

Assignments	10%
Quizzes	10%
Project	20%
Tests	<u>60%</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.