

GRANDE PRAIRIE REGIONAL COLLEGE  
OFFICE ADMINISTRATION  
COURSE OUTLINE

OA 102 - INTERMEDIATE TYPEWRITING

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- TEXT:** The Word Processing Exercise Book,  
Arnold Rosen, 1989 Edition.
- Canadian Secretaries Handbook
- The Cortez Peters Championship Typing Drills,  
Cortez Peters, 2nd Edition.
- SUPPLIES:** Small Binder or Clip board for notes  
and handouts.
- PREREQUISITE:** OA 101, 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  
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:** **SKILLBUILDING** - will consist of letter-by-  
letter rhythmic drills and timings.
- PRODUCTION** - will consist of memos, letters,  
tables, manuscripts, and additional work if  
time permits.

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GRADING:

ASSIGNMENTS: - 30%

PRODUCTION TESTS: - 30%

Each item is marked out of 9:

mailable (no errors)	9
major error	-2 each
minor error	-1 each
incomplete, not mailable	1

PRODUCTION PROJECT - 10%

See "Production Tests"

FINAL SPEED - 30%

The scale for the speed mark is:

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

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