

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

Y 94-95
C. Martens

OA1230 - SKILL BUILDING

TEXT: Championship Typing Drills by Cortez Peters

COURSE DESCRIPTION: The course focuses on the development of keyboarding speed and accuracy.

COURSE OBJECTIVES: The student will attain the prescribed keyboarding speed and accuracy.

The student will complete skill building drills as assigned.

GRADING: Final Keyboarding Rate determines CREDIT or NON-CREDIT

Net Words Per Minute:

Less than 40 = NON-CREDIT
40 + = CREDIT

SCHEDULE: This is a full-year course scheduled to meet every second day. Students enter in September and exit in April. The grade is assessed in April based on ending 5-minute timed writings.