

**GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE**

OA 1230 - SKILL BUILDING

TEXT: Championship Keyboarding, Skill Building and Applications,
by Cortez Peters.

OR

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:

OA 1010 (<u>Entry Level in Sept.</u>)	<u>NWPM</u>	<u>GPA</u>
	40	4
	45	5
	50	6
	55	7
	60	8
	65	9

OA 1020 (<u>Entry Level in Sept.</u>)	<u>NWPM</u>	<u>GPA</u>
	50	4
	55	5
	60	6
	65	7
	70	8
	75	9

OA 1230 - SKILL BUILDING

OA 2210
(Entry Level in Sept.)

<u>NWPM</u>	<u>GPA</u>
60	4
65	5
70	6
75	7
80	8
85	9

SCHEDULE:

This is a full-year course scheduled to meet every second day. This course is team taught.