

OCT 22 1998

**GRANDE PRAIRIE REGIONAL COLLEGE  
OFFICE ADMINISTRATION**

**OA 1231 A3:  
SKILL BUILDING LEVEL 1**

**INSTRUCTOR:** Cindy Gerritsen  
Office: C-408  
Office Phone Number: 539-2002

**TEXT:** Championship Typing Drills, Cortez Peters

**PREREQUISITE:** None.

**COURSE  
DESCRIPTION:** This course focuses on the development of keyboarding skills and accuracy through proven individualized skill building drills.

**COURSE  
OBJECTIVES:** Students will be able to key by touch at a minimum of 30 net words per minute on five-minute straight-copy timed writings.

**GRADING:** A minimum of 30 net words per minute is needed to achieve a passing grade of 4. There is a sliding scale upwards which is:

<u>Net Words</u>	<u>Grade</u>
Less than 20	1
21-25	2
26-29	3
30	4
31-32	5
33-34	6
35-36	7
37-39	8
40 +	9