

SEP 1996

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

p. Caven

PREAMBLE: Skillbuilding consists of two courses in the Certificate year and one course in the Diploma year. The two Certificate courses can be taken in either order and are described as "first enrollment" and "second enrollment" for mastery purposes.

CERTIFICATE

**OA1231 SKILLBUILDING I Fall Offering and
OA1232 SKILLBUILDING II Winter Offering**

TEXT: Championship Typing Drills by Cortez Peters

PREREQUISITE: Current enrollment in keyboarding course or permission of instructor.

**COURSE
DESCRIPTION:** These two courses focus on the development of keyboarding speed and accuracy through proven individualized skillbuilding drills.

**COURSE
OBJECTIVES:** At the end of the first enrollment in skillbuilding, students will be able to key by touch at a minimum of 30 net words per minute on five-minute straight-copy timed writings which are administered in the final days of the course.

At the end of the second enrollment in skillbuilding, students will be able to key by touch at a minimum of 40 net words per minute on five-minute straight-copy timed writings which are administered in the final days of the course.

CONTENT: Students' drill assignments are determined on an individual basis according to the speed/accuracy demonstrated during practice timed writings. Straight-copy drill assignments may be supplemented with Cortez Peters tape drills.

GRADING: **FIRST SKILLBUILDING COURSE IN WHICH STUDENTS ENROLLS** (whether OA1231 or OA1232): Touch keyboarding at a minimum of 40 nwpm is required to progress to the next level and will be determined from performance on five-minute timed writings administered in the final weeks of the course.

KEYBOARDING RATE: 100% (CONTINUED NEXT PAGE)

First Enrollment:Second Enrollment:

Less than 20 nwpm	1	Less than 30 nwpm	1
21-25	2	31-35	2
26-29	3	36-39	3
30	4*	40	4*
31-32	5	41-42	5
33-34	6	43-44	6
35-36	7	45-46	7
37-39	8	47-49	8
40 +	9	50 +	9

BEFORE BEING GIVEN FIVE-MINUTE TIMED WRITINGS, STUDENTS MUST HAVE COMPLETED CLASS-ASSIGNED DRILL WORK.

DIPLOMA**OA2250 SKILLBUILDING III**

TEXT: Keyboarding Proficiency Drills by Marg Melanson

PREREQUISITE: 40 nwpm or permission of instructor.

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

COURSE OBJECTIVES: Students will be able to key by touch at a minimum of 50 net words per minute on five-minute straight-copy timed writings which are administered in the final days of the course.

CONTENTS: Skillbuilding drills as assigned

GRADING: KEYBOARDING RATE: 100%

Less than 40 nwpm	1
41-45	2
46-49	3
50	4
51-55	5
56-59	6
60-64	7
65-69	8
70 +	9

BEFORE BEING GIVEN FIVE-MINUTE TIMED WRITINGS, STUDENTS MUST HAVE COMPLETED ASSIGNMENT DRILL WORK.