

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

*OA 1231
SKILL BUILDING LEVEL I*

F. 97

- INSTRUCTOR:** Trevor Thomas
Office: C-309
Office Phone Number: 539-2824
Office Hours: 9-10 a.m. Mon-Fri
- TEXT:** Championship Typing Drills
Cortez Peters
- PREREQUISITE:** None
- COURSE DESCRIPTION:** This course focuses on the development of keyboarding speed and accuracy through proven individualized skillbuilding drills.
- COURSE OBJECTIVE:** 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 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
38-39	8
40 +	9

All timings will be done on Cortez Peters. Students will need to have **5** successful timings. An average of the five best timings will be used to determine the number grade.

Net words will be calculated using the following format:

*Gross Words Per Minute (minus)
2 words per min for each error*

(equals)

Net Words Per Minute