

SEP 13 2000

**GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE
SKILL BUILDING I
OA 1231**

Instructor:	Trevor Thomas Office: C309 Phone: 539-2824	Kelly Coulter Office: C213 Phone: 539-2971
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Prerequisite: none

Text: Championship Keyboarding Drills, Third edition: Cortez Peters;
Glencoe/McGraw-Hill, 1997

In addition, the Instructor may use other resources to supplement the above material.

Course Description: This course focuses on the development of employable keyboarding speed and accuracy through proven individualized skill building drills.

Course Objective: The student 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.

Grading: Term assignment mandatory (Ergonomics)

Ending Production Test:

Less than 20 nwpm	1
21-25	2
26-29	3
30	4
31-32	5
33-34	6
35-36	7
37-39	8
40 +	9

Supplies: Standard File Folder, two 3.5" High Density Computer Disks, Black or Blue pens for checking for errors.