

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

C. Martens
F. 94

OA 2250 - SKILL BUILDING II

- TEXTS:** Keyboarding Proficiency Drills, by Marg Melanson
- SUPPLIES:** File folder, 3 1/2" HD diskette.
- COURSE DESCRIPTION:** The course focuses on the development of employable 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:** Grading is based on **Credit** or **No Credit**.
CREDIT - 60 nwpm minimum
NO CREDIT - under 60 nwpm