

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

OA2250A - SKILLBUILDING III

Instructor: Grace Walton
Telephone: 539-2965

F. at

- TEXT:** Keyboarding Proficiency Drills by Marg Melanson
- PREREQUISITE:** 40 nwpm or permission of instructor
- COURSE DESCRIPTIONS:** 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
- COURSE POLICY:**
1. Attendance is mandatory, if you are ill you must notify your instructor by telephone (539-2965).
 2. Academic dishonesty - refer to page 19 of the college calendar.
- CONTENTS** Skill building drills as assigned.
- GRADING:** KEYBOARDING RATE: 100%
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|-------------------|---|
| 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.