

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

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

STUDENT EXPECTATIONS: Students are responsible to attend all classes. If you are unable to attend, please call 539-2005 or Bernie Benson at 539-2059. All drill assignments and speed evaluations must be completed to receive a credit for this course.