



GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

OCT 22 1998

SKILLBUILDING III
OA 2250 (Fall 1998)

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- Instructor:** J. R. Boyle
Office: C-214
Office Hours: Mon-Fri. 9-10 am, and by appointment.
Phone # 539-2829 (office)
- Prerequisite:** 40 nwpm or permission of instructor
- Text:** Marg Melanson. Keyboarding Proficiency Drills. Copp Clark Pitman Ltd., Toronto, 1993.
- ☆In addition the Instructor may use other resources to supplement the above materials.
- Course Description:** This course focuses on the development of employable keyboarding speed and accuracy.
- Course Objectives:** The student 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.
- Grading:** **Daily attendance mandatory!** If you are ill you must notify your instructor by telephone.
- Term assignment 10%
Ending Production Test 90%
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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 |
- Supplies:** Standard File Folder, two 3.5" High Density Computer Disks