

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE
SKILL BUILDING III
OA 2250 (Winter 1999)

Instructor: J. R. Boyle
Office: C-214
Office Hours: Mon-Fri. 11-11:50 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!**
Term assignment 10%
Ending Production Test 90%

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