

**Grande Prairie Regional College**  
**Administrative Technology**  
**Course Outline**  
**OA2250A2**  
**Skill Building III - 1.5 (0-0-2.5) 38 hours**

<b>Prerequisite</b>	40 NWPM or permission of Instructor	
<b>Session Details</b>	Fall 2004 Tuesdays and Thursdays 8:30 – 9:20 Room A301	
<b>Instructor</b>	Loren Jacula Phone: 780.539.2205	Office C220 <a href="mailto:ljacula@gprc.ab.ca">ljacula@gprc.ab.ca</a>
<b>Text</b>	<u>Keyboarding Proficiency Drills</u> , Marg Melanson.	
<b>Delivery Mode</b>	Lab	
<b>Course Description</b>	This keyboarding course focuses on the development of keyboarding speed and accuracy through individualized skillbuilding drills.	
<b>Course Objective</b>	The student will be able to key by touch-typing at a minimum of 50 NWPM on five five-minute straight copy timings which are administered in the final days of the course.	
<b>Grading</b>	A+ =	60+ NWMP
	A =	59
	A- =	58
	B+ =	57
	B =	56
	B- =	55
	C+ =	54
	C =	53
	C- =	52
	D+ =	51
	D =	50
<b>Attendance</b>	Any more than 3 unexcused absences (prior knowledge not given to the Instructor) will result in failure of this course.	