

**GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE**

OA1232 - SKILLBUILDING II WINTER

Instructor: Gail Sherman, A313A
Office Hours: Monday to Friday 13:00 - 14:00
or by appointment
Telephone: 539-2016 (w) 568-4153 (h)

- TEXT:** Championship Typing Drills by Cortez Peters
- PREREQUISITE:** Current enrollment in keyboarding course or permission of instructor.
- COURSE DESCRIPTIONS:** This course focus on the development of keyboarding speed and accuracy through proven individualized skillbuilding drills.
- COURSE OBJECTIVES:** The student will demonstrate the ability to:
- key by touch at a minimum of 40 net words per minute on five-minute straight-copy timed writings which are administered in the final days of the course.
- CONTENT** Students' drill assignments are determined on an individual basis according to the speed/accuracy demonstrated during practice timed writings. Straight-copy drill assignments may be administered in the final days of the course.

GRADING:	Less than 30 nwpm	1
	31-35	2
	36-39	3
	40	4*
	41-42	5
	43-44	6
	45-46	7
	47-49	8
	50+	9

Before being given five-minute timed writings, students must have completed assignment drill work.