

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE
SKILL BUILDING II A/B
OA 1232 (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: 30 nwpm or permission of instructor

Text: Championship Keyboarding Drills, Third edition: Cortez Peter's
Glencoe/McGraw-Hill, 1997.

☆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 through proven individualized skill building drills.

Course Objectives: The student will be able 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.

Grading: **Daily attendance mandatory!**

Term assignment mandatory (Economics)
Ending Production Test 100%

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

Supplies: Standard File Folder, two 3.5" High Density Computer Disks, Black or Blue pens for checking for errors.