

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

OA 1220 - SKILL BUILDING

TEXT: Championship Keyboarding, Skill Building and Applications, by Cortez Peters.

Championship Typing Drills, by Cortez Peters.

COURSE DESCRIPTION: The course focuses on the development of keyboarding speed and accuracy.

COURSE OBJECTIVES: The student will attain the prescribed keyboarding speed and accuracy.

The student will complete skill building drills as assigned.

GRADING:

OA 1010

(Entry Level in Sept.)

NWPM

GPA

40

-4

45

-5

50

-6

55

-7

60

-8

65

-9

OA 1020

(Entry Level in Sept.)

NWPM

GPA

50

-4

55

-5

60

-6

65

-7

70

-8

75

-9

OA 1220 - SKILL BUILDING

OA 2210
(Entry Level in Sept.)

<u>NWPM</u>	<u>GPA</u>
60	-4
65	-5
70	-6
75	-7
80	-8
85	-9

SCHEDULE:

This is a full-year course scheduled to meet every second day. This course is team taught.