



**DEPARTMENT OF ACADEMIC UPGRADING**

**COURSE OUTLINE – FALL 2010**

**CP0100 3 (0-0-3) HS – Introductory Keyboarding**

**INSTRUCTOR:** Alan Iwaskow

**PHONE:** (780)539-2713

**OFFICE:** C207

**E-MAIL:** aiwaskow@gprc.ab.ca

**OFFICE HOURS:** Tuesday 2:30 – 4:00, Friday 11:30 – 1:00

**PREREQUISITE(S)/COREQUISITE:** none

**REQUIRED TEXT/RESOURCE MATERIALS:** Typing Master Pro

Login address: <http://online3.typingmaster.com/login?id=hz8gbq4c2>

Other resources available in the lab: MK Typing Tutor

Microsoft Word 2007

**CALENDAR DESCRIPTION:** This course provides basic instruction to computerized keyboarding, computer operations and some word processing.

**CREDIT/CONTACT HOURS:** This is a 3 credit course with 3 contact hours per week. Students are expected to attend all regularly scheduled class times.

**DELIVERY MODE(S):** This course will be delivered in a computer lab hands-on environment. Our primary resource will be Typing Master Pro but additional software and drills may be introduced.

**OBJECTIVES (Optional):**

- To key the alphabetic keys by touch.
- Work toward developing a minimum typing speed of 20 – 25 words per minute with 3 or fewer errors on a one minute timing test.

The learner shall understand and be able to accomplish basic operations associated with software applications. The learner shall be able to: access application programs, logoff all programs and save and retrieve data.

**GRADING CRITERIA:** This course is graded as a credit/no credit class based on the Course Objectives.

CR – Credit for successful completion and a minimum speed of 20 words per minute with 3 or fewer errors on a 1 minute timing test.

NC – No credit for insufficient or inadequate work.

**EXAMINATIONS:** Timed typing tests to gauge your typing speed as required

**STUDENT RESPONSIBILITIES:** see attached Classroom/Lab Behavior and Decorum

**STATEMENT ON PLAGIARISM AND CHEATING:**

Please refer to pages 49-50 of the College calendar regarding plagiarism, cheating and the resultant penalties. These are serious issues and will be dealt with severely.

**COURSE SCHEDULE/TENTATIVE TIMELINE:**

The learner will begin by doing lessons 1-12 in the basic typing course in Typing Master Pro. This should take approximately three weeks, after which the student will move on to more advanced materials such as Typing Master Pro's speed building course and MK Typing Tutor.

## Classroom/Lab Behavior and Decorum



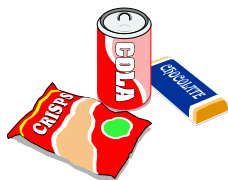
**When working in a classroom or lab, you are expected to treat the setting as a business meeting.** As such, the following professional business behavior will be expected of all students at all times.



**Turn off all cell phones and pagers.** In consideration of others do not use cell phones or pagers in a classroom or lab. It is very disruptive when such devices ring in class or during a lab. We understand that these devices are important to you and your family, so set your device to "manner mode," and excuse yourself politely from the room when you need to speak with someone.



**No talking and no keyboarding when the Meeting Leader (professor, supervisor, guest speaker, or classmate) is talking to the group.** This behavior is not tolerated in business meetings.



Our maintenance staff works hard to keep our classrooms and labs clean for you, and food and drinks are what make a classroom messy, smelly, and unpleasant. Thus, **no food or drinks except water** are permitted in the classroom at any time.



**Treat all individuals in the class with respect and kindness.** Be willing to help others in the classroom—research has shown that the best way to learn something is to teach someone else!



**Be on time** and phone the instructor before class if you are unable to attend class.

Alan Iwaskow  
Office: C207, (780)539-2713



**Do not display on your computer screen any material or Web sites that would be offensive or hurtful to others in the classroom or lab.**