



DEPARTMENT OF ACADEMIC UPGRADING
COURSE OUTLINE – WINTER 2011
CPO100 A3 (0-0-3) HS – INTRODUCTORY KEYBOARDING

INSTRUCTOR: Teresa Wouters **PHONE:** TBA
OFFICE: A310 **E-MAIL:** twouters@gprc.ab.ca

OFFICE HOURS: Daily 10-11 am, after class or by appointment.

PREREQUISITE(S)/COREQUISITE: None

REQUIRED TEXT/RESOURCE MATERIALS: Typing Master Pro

Login address: <http://online3.typingmaster.com/login?id=hz8q4c2>

Other resources available in the lab: MK Typing Tutor

Microsoft Word 200

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.

TRANSFERABILITY:

**** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions.**
Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability.

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 minutes 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.

EVALUATIONS:

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A⁺	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A⁻	3.7	80 – 84	FIRST CLASS STANDING
B⁺	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B⁻	2.7	70 – 72	
C⁺	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C⁻	1.7	60 – 62	
D⁺	1.3	55 – 59	MINIMAL PASS
D	1.0	50 – 54	
F	0.0	0 – 49	FAIL
WF	0.0	0	FAIL, withdrawal after the deadline

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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.

Please let the instructor know, prior to class, if you are expecting an important phone call – i.e.: job interview or medical appointment.

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.

No food or drinks, except bottled water in the lab.

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 contact the instructor, before class, if you are unable to attend class.

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.

All computer activity MUST be related to the course content.