GRANDE PRAIRIE REGIONAL COLLEGE

CP 0100 INTRODUCTORY KEYBOARDING
COURSE OUTLINE

Instructor	Christina Adkin
Office	N/A
Phone Number	539-2713
Email	cadkin@gprc.ab.ca

CLASSROOM: A301

HOURS: Monday/Wednesday/Friday 8:30a.m – 9:20a.m

TEXT/SUPPLES: None Required

PREREQUISITES: None Required

COURSE DESCRIPTION: CP0100 is designed to help you learn the alphabetic keys by touch using proper techniques. You are also expected to develop useable competency in speed with accuracy.

COURSE OBJECTIVES: 1. To key alphabetic keys by touch
2. Develop a minimum speed of **20 to 25 words per minute** with four errors or less on a two-minute timing.

EVALUATION: Grading will be as follows:
CR – Credit for successful completion and a minimum speed of 20 words per minute with four or fewer errors. Mastery "by touch".
NC – No Credit. No credit for insufficient or inadequate work.

ATTENDANCE: Regular attendance is required and is essential for passing the course. If you must be absent, please contact me for assistance in acquiring missed material if applicable. As per Department Policy, if you miss more than **15 days** per semester in any course, you may be debarred from the final exam for that course.
Please be on time for class. When you are late you disturb the rest of the class and miss valuable information presented at the beginning of the class.
Mastery of the key board must be "by touch" using proper techniques. It is recommended that the student say each character as it is typed to reinforce learning.

TESTS: The following is Department Policy for missed tests:

1. In order to be given the opportunity to write a test after the due date, the student must phone the instructor on the morning of the absence and be given permission to write the test at a later date. If the instructor is unavailable, the student should leave his/her phone number where they can be reached. If permission is given, the student will be given an alternate test.

2. If permission to write a late test is given, the late test will be docked a minimum of 10 percentage points per day of lateness.

ACADEMIC UPGRADING GRADE CONVERSION CHART:

As approved: May 25, 2004

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	76-79	
B	3.0	73-75	*Good*
B-	2.7	70-72	
C+	2.3	67-69	*Satisfactory*
C	2.0	64-66	
C-	1.7	60-63	
D+	1.3	55-59	*Minimal Pass*
D	1.0	50-54	
F	0.0	0-49	*Fail*

COURSE CONTENT

1. Home Keys, Enter and Spacebar
2. E, N and T
3. H. I and Right Shift
4. O, R, and Comma
5. C, Period, Left Shift and Caps
6. M and M
7. W, U and P
8. X, Y and G
9. V, Z, Diagonal and Question Mark
10. Q, Hyphen and Tab
11. Skill Building and Final Testing

* Completion of keyboarding tests and additional exercises as required will be supplemented throughout the course.