Grande Prairie Regional College
Academic Upgrading

COURSE OUTLINE – WINTER 2008

CP 0100 3 (0-0-3) HS – Introductory Keyboarding

Instructor	Eric Lenza	**Phone**	539-2713
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Class	Tuesday, Thursday 2:30 – 3:50	**Office**	Mon., Tues. and Wed.
Hours	A301	**Hours**	8:30 – 9: 20

Prerequisites: No Prerequisites

Text Book: No text

Software: Typing Master Pro
MK Typing Tutor
Microsoft Word 2007

Course Description: This course provides basic instruction to computerized keyboarding, computer operations and some word processing.

Course Delivery: 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.

Attendance and Lateness: Regular attendance is expected of all students as it is crucial to passing the course. Students missing 7 or more class periods may given a failing grade.

Lateness is strongly discouraged as it disrupts the class. Students arriving late must do so quietly **and without disturbing other students**. Students may have to arrive a few minutes early to log in to their computers and load any necessary programs.

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.

Course Format/Instructions: On the first day of class you will be given instructions on how to access the software used for this course. The student should practice and review for 35 minutes a day, 3 days a week, *in addition to attending the regularly scheduled class hours.* Lab A205 is equipped with typing software for your use. Please check with the lab monitor regarding available times.

Mastery of the keyboard must be "by touch" and using correct techniques. *It is recommended that you say each character as it is typed to reinforce learning.*

Additional software is available in the lab to help you increase speed and accuracy. Please ask the instructor or lab assistant for details.

Course Objectives:
1. To key the alphabetic keys by touch.
2. 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.

Course 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.

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.

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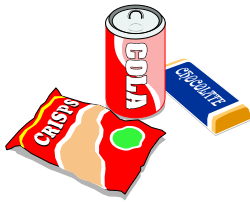
Our maintenance staff works hard to keep our classrooms and labs clean for you, and food and drinks are what make a classroom messy, smelly, and unpleasant. Thus, ***no food or drinks except water*** are permitted in the classroom at any time.

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.

Eric Lenza
Office: C207, 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.

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