DEPARTMENT OF ACADEMIC UPGRADINGC

COURSE OUTLINE - FALL 2013

CP 0100 – INTRODUCTORY KEYBOARDING   3 (0-0-3) 45 Hours

INSTRUCTOR:	**Joan Godbout**	PHONE:	**780 539-2727** **1-888-539-4772 (GPRC Toll Free)**
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OFFICE HOURS:	**Half an hour after class**		

PREREQUISITE(S)/COREQUISITE: Students who meet the admission requirements for entry into GPRC's Academic Upgrading are eligible to take CP 0100 – Introductory Keyboarding.

REQUIRED TEXT/RESOURCE MATERIALS: Once in class, students will be given access to *TypingMaster Online*. Other electronic, print and instructor-prepared resources will be made available in class or through *Moodle*.   Please have a small binder for your handouts and activities.
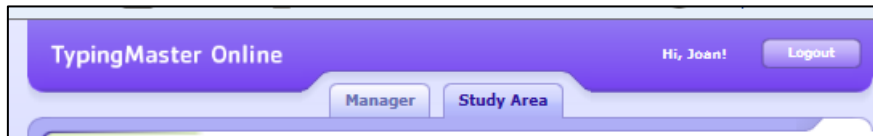
CALENDAR DESCRIPTION: "This course introduces students to computer hardware and the Windows operating system. The focus is on touch keyboarding to master alphabetic, numeric, and information copy." *GPRC Website*.

CREDIT/CONTACT HOURS: Three hours/week; Monday, Tuesday, Thursday; 11:30 – 12:20

DELIVERY MODE(S):   This course focuses on improving "touch" keyboarding skills (emphasizing speed and accuracy) as well as working with some of the more advanced features of word processing. CP is delivered in a computer lab that allows for hands-on experience.

LEARNING OUTCOMES: Upon successful completion of this course you will be able to:

- keyboard accurately and proficiently by touch (Touch is the ability to keyboard accurately without looking at your fingers. This ability is essential to a continued increase in speed and accuracy.)
- proofread quickly and accurately
- apply basic ergonomic principles
- build keyboard speed and accuracy
- manage time effectively
- work independently and follow written directions

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 a <u>credit</u> or <u>non-credit</u> course. You maintain credit for the course by:

- completing the *TypingMaster Online* lessons and the timed writing to a minimum of 20 wpm
- attending classes (missing no more than 10 percent of the classes – there are approximately 60 classes/term – that means 6 classes)
- arriving on time and being prepared to focus on the topic at hand
- being prepared to start work upon arrival, working for the full duration of class time (50 minutes) and demonstrating improved work skills.

EVALUATIONS: This course is a <u>credit</u> or <u>non-credit</u> course.

STUDENT RESPONSIBILITIES:

In addition to the "Student Rights and Responsibilities" as set out in *GPRC Policies*, the following guidelines will allow us to have an effective learning environment for everyone. https://www.gprc.ab.ca/files/forms_documents/StudentRightsandResponsibilities.pdf

- I will start classes on time; similarly, arrive on time, be ready to work, and remain for the duration of the class.
- Some activities are disruptive to teaching and learning, so during class, have your phone on silent mode and no texting.

- Many learners prefer a quiet learning/working atmosphere, so refrain from unrelated and/or disruptive talking during class time.
- Be respectful of others regarding food or beverages in the classroom. You may have a beverage or a snack, but eat your lunch before/after class.
- Clean up your area and dispose of garbage.

For the class, I will post our work schedule and due dates on *Moodle.* You will be given ample notice of due dates and test days.

Attendance is a requirement for academic and career success. Attend class unless completely unavoidable. If you are ill and could make others sick, you have reason to be away. Not feeling 100 percent is not an excuse.

If I need to be away, I will let you know either in class or electronically through *Moodle*. I will make arrangements for you to continue course work by providing activities/assignments so we do not fall behind in our course work. Likewise, if you need to be away, I expect you will make arrangements with me so I may help you. It is also expected that while you are away, you will work on assignments and be ready for quizzes. It is your responsibility to check the schedule on *Moodle*, and do not let yourself fall behind.

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Date	Lessons in *TypingMaster*	Skill Development
1	Sept 5, 6 Sept 9 - 13	Part One: Touch Typing Lessons 1 Introduction and Initial Test 2 The Home Row 3 Letters E and I 4 Letters R and U 5 Letters T and O 6 Capital letters and period 7 Letter C and comma 8 Letters G, H and apostrophe 9 Letters V, N and question mark 10 Letters W and M 11 Letters Q and P 12 Letters B and Y 13 Letters Z and X 14 Final test Part Two: Junior Typing 1 Introduction and Initial Test 2 The Home Row 3 Letters E and I	Timed Writings throughout the term
2	Sept 16 – 20		
3	Sept 23 – 27		
4	Sept 30 – Oct 4		
5	Oct 7 - 11		
6	Oct 14 is Thanksgiving Day Oct 15 - 18		
7	Oct 21 - 25		

8	Oct 28 – Nov 1	4 Letters R and U 5 Letters T and O 6 The Left Shift key
9	Nov 4 – 7	7 The Right Shift key and period 8 Letter C and comma 9 Letters G, H and apostrophe
10	**Nov 12 - 15**	10 Letters V, N and question mark 11 Letters W and M 12 Letters Q and P
11	**Nov 18 - 22**	13 Letters B and Y 14 Letters Z and X 15 Final test
12	**Nov 25 - 29**	Part Three: Speed Building
13	**Dec 2 – 6** **Dec 9, 10**	1 Focus on the home row 2 Focus on the index finger keys 3 Focus on the middle finger keys 4 Focus on the ring finger keys 5 Focus on the little finger keys 6 Common words 7 Final test