DEPARTMENT OF ACADEMIC UPGRADINGC

COURSE OUTLINE – WINTER 2014

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

INSTRUCTOR:	**Joan Godbout**	PHONE:	**780 539-2727** **1-888-539-4772 (GPRC Toll Free)**
OFFICE:	**C209**	E-MAIL:	**jgodbout@gprc.ab.ca**
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. https://www.gprc.ab.ca/programs/viewcatalog.1.85.html

REQUIRED TEXT/RESOURCE MATERIALS: Once in class, you 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 (or a section of another course binder) for your handouts and to record your progress.
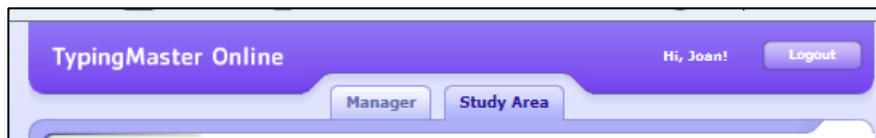
CALENDAR DESCRIPTION: "This course introduces students to computer hardware and the Windows operating system. The focus is on touch keyboarding to master alphabetic, numeric, and information copy."   *GPRC Website*.

CREDIT/CONTACT HOURS: Three hours/week;   **Monday Tuesday Thursday 10:30 – 11:20**

DELIVERY MODE(S):   This course focuses on developing and practicing "touch" keyboarding skills (emphasizing speed and accuracy) as well as working with elementary 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 to a level of at least 20 net words per minute. (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 both written and verbal instructions

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 credit or non-credit course. You maintain credit for the course by:

- Completing the *TypingMaster Online* lessons and the timed writing to a minimum of 20 net wpm
- Attending classes (missing no more than 15 percent of the classes – there are approximately 13 weeks in the term (3 classes/week equaling 39 classes). Therefore, limit your absences to 6 or less
- 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 credit or non-credit 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/about/administration/policies/**

- I will start classes on time; similarly, you need to be on time, be ready to work, and remain for the duration of the class
- There appropriate (and perhaps necessary) uses of cell phones in a work setting. Except when being used as an educational device, have phones 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 class. There specific beverage and food rules for the computer lab.
- Clean up your work areas and dispose of garbage.

<u>Attendance is a requirement</u> 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**.

<u>If I need to be away</u>, I will let you know either in class, through another staff member and electronically through *Moodle*. I will make arrangements for you to continue course work by providing activities/assignments so you do not fall behind. <u>Likewise</u>, if you need to be away, make arrangements so I am able to help you remain successful and on track. It is also expected that while you are away, you will work on assignments and keep working to improve your keyboarding skills. Do not let yourself fall behind.

PRINTING POLICY: You will have a printing account established with a credit balance at the beginning of each course. Through your "MyGPRC" account, you will be charged $0.10 per sheet (each sheet represents 2 pages, when printed double-sided). If you need, you will be able to recharge your accounts.

STATEMENT ON PLAGIARISM AND CHEATING: Grande Prairie Regional College "expects intellectual honesty from its students. Intellectual honesty demands that the contribution of others be acknowledged. To do less is to cheat … [therefore] the College has adopted appropriate penalties for student misconduct with respect to plagiarism and cheating" (from the *GPRC Academic Policy – Student Misconduct).* If you wish to obtain further information, refer to GPRC's Academic Policy titled *Student Misconduct: Plagiarism and Cheating.*
http://www.gprc.ab.ca/downloads/documents/Student%20Misconduct%20Plagiarism%20and%20Cheating.pdf

Plagiarism includes submitting copied work as your own as well as allowing another person to copy, thus enabling that person to commit plagiarism. So while you may *work together*, you must make certain to *submit your own work*.

Students in CP 0101 found to be "intellectually dishonest" will receive a grade of zero and be required to complete an alternate assignment (if one is available).

COURSE SCHEDULE/TENTATIVE TIMELINE:

Weeks and Dates	Lessons in *TypingMaster*	My Completion Date
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	
	One-Minute Timing Test	
Week 1 January 7 -10	6 Capital letters and period	
Week 2 January 13 – 17	7 Letter C and comma	
Week 3 January 20 – 24	8 Letters G, H and apostrophe	
Week 4 January 27 – 31	9 Letters V, N and question mark	
Week 5 February 3 - 7	10 Letters W and M	
	One-Minute Timing Test	
	11 Letters Q and P	
	12 Letters B and Y	
	13 Letters Z and X	
	14 Final test	
	One-Minute Timing Test	

Weeks and Dates	Lessons in *TypingMaster*	My Completion Date
Part Two: Junior Typing		
	1 Introduction and Initial Test	
	2 The Home Row	
	3 Letters E and I	
	4 Letters R and U	
	5 Letters T and O	
	One-Minute Timing Test	
Week 6 February 10 – 14	6 The Left Shift key	
	7 The Right Shift key and period	
Winter Break February 17 – 21	8 Letter C and comma	
Week 7 February 24 – 28	9 Letters G, H and apostrophe	
Week 8 March 3 – 7	10 Letters V, N and question mark	
Week 9 March 10 - 14	**One-Minute Timing Test**	
	11 Letters W and M	
	12 Letters Q and P	
	13 Letters B and Y	
	14 Letters Z and X	
	15 Final test	
	One-Minute Timing Test	

Weeks and Dates	Lessons in *TypingMaster*	My Completion Date
Part Three: Speed Building		
Week 10 March 17 – 21 Week 11 March 24 – 28 Week 12 March 30 – April 4	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	
	One-Minute Timing Test	
	7 Final test	
	One-Minute Timing Test	
Part Four: Number Row (Omit Lessons 2 & 3)		
Week 11 March 24 – 28 Week 12 March 30 – April 4	1 Numbers and Enter	
Part Five: Symbols (Omit Lesson 4)		
Week 11 March 24 – 28 Week 12 March 30 – April 4	1 Symbols ; : / ?	
	2 Symbols ' " + - =	
	3 Symbols ( ) [ ] @ $ & %	

Weeks and Dates	Lessons in *TypingMaster*	My Completion Date
Part Six: Final Timings		
Week 12 March 30 – April 4 Week 13 April 7 - 9	One-Minute Timed Writings	