DEPARTMENT OF ACADEMIC UPGRADING

COURSE OUTLINE – CP0100 A3

WINTER, 2012   KEYBOARDING

INSTRUCTOR: Teresa J. Wouters   **PHONE:** 780-539-2914
OFFICE: E-401 Station 10   **E-MAIL:** twouters@gprc.ab.ca

OFFICE HOURS: M-W-R   9 am-noon or by appointment

PREREQUISITE(S)/COREQUISITE:
None

You are assumed to:

- make a commitment to completing course activities and assignments and to let me know when you are needing assistance or when there are extenuating circumstances.

- be willing to participate and communicate during class and/or group activities.

- have continuing access to a computer with an Internet connection. If not, there are a number of computer labs available throughout the college; several are open until 9:00 pm and during the weekend.
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- access *Moodle* at least once a week for CP0100 announcements and utilize online resources. Also, on a weekly basis, check your College email.

If you are not confident about one or more of the above requirements, there a number of support services available to you. Please ask me how you can obtain assistance.

REQUIRED TEXT/RESOURCE MATERIALS:
- Resources will be provided through the instructor
- TypingMaster online course
- *Moodle* Computer Management System and the *GPRC EN 0130 Website*.

CALENDAR DESCRIPTION:

January 5 – April 26th, 2012   M-W-R   14:30-15:20

CREDIT/CLASS LOCATION:

3 credits   Lab A-301

DELIVERY MODE(S):

Course will be taught using TypingMaster online program and other resources that will be provided through the instructor.

OBJECTIVES:

This course provides basic instruction to computer keyboarding, basic computer operations and some word processing.

GRADING CRITERIA:

This course is a Pass/Fail course.

The Pass mark will be determined based on attendance and completion of the course. The Fail mark will be determined based on absenteeism of over 20% and not completing the course.

STUDENT RESPONSIBILITIES:

Academic Upgrading Student Expectations

The Academic Upgrading Department is an adult education environment. As such, you are expected to show respect for one another, faculty and staff.

In addition to the "Student Rights and Responsibilities" as set out in the *GPRC Calendar*, the following guidelines will allow us to have an effective learning environment for everyone. Since some activities are disruptive to learning, I ask that you comply with the following:

- Students are restricted to using the TypingMaster online course during class time.

- It is the student's responsibility to contact the instructor if s/he cannot attend a class.

- You are expected to be punctual. Arrive on time for class and remain for the duration. If you must leave, do so at a time that is least disruptive.

- Students are expected to focus on the instructor during teaching time. This means, no use of the computers while the instructor is teaching.

- During class, have your phone set on vibrate and avoid texting. Absolutely NO use of phones/other during instructor teaching time.

- Refrain from unrelated and/or disruptive talking during class time.

- Food and (un-bottled) drinks are NOT permitted in any college computer lab. Clean up your area and dispose of garbage.

- Children are NOT permitted in the classrooms.

> Be aware of sanitation and possible spread of illness. Take care of your health and your family's wellbeing.

Attendance is a requirement for academic success. If you miss more than 20 percent of classes per semester, you may be debarred from the class. It is your responsibility **to notify me of any extenuating circumstances** as they happen. I can usually make arrangements to accommodate these occasional absences.

As per the *GPRC Calendar*, you are responsible to "write tests and final examinations at the times scheduled by the instructor or the Office of the Registrar". However, once I have handed back tests/assignments, there is no opportunity to write the test or to submit missed assignments. You will be assigned a grade of zero.

Please note: All assignments will be graded by percentage. Although 50% is considered a pass in most courses, research and experience indicate that future academic success requires higher standards. Therefore, in Academic Upgrading, we strongly recommend that you achieve 60% or better so that you will be admitted to and be successful in your post-secondary program.

> If you are absent due to medical or unforeseen circumstances and wish to be given the opportunity to write a test (or submit an assignment), there are specific requirements. **Make prior arrangements with me by phone or email.** Only then will you be permitted to write or submit at a later date.
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> Quizzes or tests will be set aside for you **in A205**; they are to be written the following day outside class time. Natasha Hipkiss will have these set aside for you and you will need to make arrangements with her.

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the Student Conduct section of the College Admission Guide at

http://www.gprc.ab.ca/programs/calendar/ or the College Policy on Student Misconduct: Plagiarism

and Cheating at www.gprc.ab.ca/about/administration/policies/**

**Note: all Academic and Administrative policies are available on the same page.

CP 0100 A3 – 2012 Winter Session - COURSE SCHEDULE/TENTATIVE TIMELINE:

January 4: Student Orientation, Room A208, 1:30 pm

January 5: Introduction to TypingMaster program

       The Home Row and Keys E & I

January 9-12: Keys: E, I, R & U

January 16-19: Keys: T, O, capital letters & period

January 23-26: Keys: Left and right key shifts, period, C & comma

January 30-February 2: Keys: C, G, H, N, V, apostrophe, comma & question mark

February 6-9: Keys: G, H, M, N, V, W, apostrophe & question mark

February 13-16: Keys: B, M, P, Q, W & Y

February 20: Family Day – No Classes

February 22-23: Keys: B, P, X, Y & Z

February 27-March 1: Focus on X, Z, Home Row & Numbers

March 5-8: Focus on index finger keys, numbers & special marks

March 12-15: Focus on middle & ring finger keys & special marks

March 19:   Focus on little finger keys, numbers and special marks

       Completion of TypingMaster courses

March 21-22: Winter Break – No classes

March 26-29: Introduction to word processing activities

April 2-5: Word processing activities

April 9-12: Word processing activities

April 16-26: Final Exams – No final exam for CP0100 A3