

GRANDE PRAIRIE REGIONAL COLLEGE
DEPARTMENT OF ACADEMIC UPGRADING

CP0100 KEYBOARDING
COURSE OUTLINE

INSTRUCTOR: William T. Shaw
OFFICE: C207
TELEPHONE NUMBER: 539-2713 email: shaw@gprc.ab.ca
CLASSROOM: A301
HOURS: Monday / Wednesday 2:30 - 3:50

TEXT/SUPPLIES: No text required

PREREQUISITES: No prerequisite

COURSE

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

COURSE OBJECTIVES:

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

EVALUATION: Grading will be assigned 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 for insufficient or inadequate work.

EXPECTATIONS: You are expected to arrive on time for the duration of scheduled hours in the Lab. Attendance will be recorded. **If you miss a scheduled lab hour, it is your responsibility to catch up as quickly as possible.**

COURSE FORMAT/
INSTRUCTIONS:

On the first day of class you will be given instructions on how to access the software used for this course. You should then set a schedule to work on the lessons prescribed for each module for a minimum of three hours per week for the duration of **thirteen weeks.** It is expected that at least **one** module will be mastered

every two week. However, it is recommended that the student take time to review whenever possible and allow 35 minutes, three days a week, for additional practice time. A test will be given after the completion of Lesson 11 in Module 5 and a final test after the completion of Lesson 15. Tutorial and testing dates/times should be set in advance with the instructor.

Attendance is compulsory. **Mastery of the keyboard must be "by touch" using proper techniques.** It is recommended that the student say each character as it is typed to reinforce learning.

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

CONTENT:

1. Home Keys, Enter, and SpaceBar
2. E, N, and T
3. H, I, and Right Shift
Measure Progress by typing the exercise given.
4. O, R, and Comma
5. C, Period, Left Shift, and Caps
6. M and B
Measure Progress by typing the exercise given.
7. W, U, and P
8. X, Y, and G
Measure Progress by typing the exercise given.
9. V, Z, Diagonal, and Question Mark
10. Q, Hyphen, and Tab
11. Skill Building
Measure Progress by typing the exercise given.
Completion of keyboarding test and additional exercises if required.
12. Consultation with instructor who will provide additional exercises if required.
Final Testing

OVERVIEW:

An understanding of the computer, its essential parts, and the basic steps of accessing the required software will contribute to increased productivity and efficient use of time.

INSTRUCTIONS FOR ACCESSING MK Typing Tutor.

1. Turn on monitor switch (button on monitor, lower right).
2. Turn on power button on main system unit.
3. Wait until **Username** number appears in a boxed area on the screen.
If there is no number, notify the instructor or lab assistant. Do not change this number if it is given.
4. When the username number appears, point and click on OK with your mouse.
5. Wait until the main menu appears, and then point and click on **Start**, then **Programs**, then **MK Typing**.
Microcomputer Keyboarding
6. You should now be in
Student Program
Press any key to continue.
7. **LESSONS** should be highlighted. Press Enter ___| Key.
Choose the lesson you wish to work on, and follow instructions on the screen from this point.

MOVING AROUND IN THE PROGRAM:

In each lesson you are required to do:

Practice Lines

Improving Keying Skills

Increasing Keying Speed (not included in the beginning lessons)

Measure Progress only when instructions are given on the attached module sheets and data to be typed is provided. You will not be using a text, so the page numbers referred to in the text will not be applicable.

To go back to the Menu or to Exit press **Esc** key. (Top row)

To go to a previous lesson, press **F1** key.

To go to the next lesson, press **F2** key.

EXITING THE PROGRAM:

Before exiting, always record the date, lesson number and letter mastered on your sheet.

Press **Esc** key until you reach the menu which shows

```
MAIN MENU
LESSONS
PRINTING
EXIT
```

Move highlight to **EXIT** and then press **Enter**.

At some point, you may be asked, "Do you want to save a copy of this lesson for printing?" Type **N** for no.

Always **EXIT** the program after each time you use it.

For the question, "Are you sure you want to leave the program?" Press **Y**

To shut down the computer, from the main menu click on **Start**, then **Shut Down**, then **Yes**.

Next press the power button to turn off, and then press the monitor button to turn off. It is important to shut down correctly.