Grande Prairie Regional College
School of Business
Department: Academic Upgrading

COURSE OUTLINE – WINTER 2007

<u>CP 0100 3(3-0-0) – Introductory Keyboarding</u>

Instructor	William Shaw	**Phone**	539-2713 (office) 539-7670(home)
Office	C207	**E-mail**	bshaw@gprc.ab.ca
Office Hours	Tuesday and Thursday 10:00 – 11:00 am or by appointment		

Prerequisites: No Prerequisites

Text Book: No Text required.

Software: MK Typing Tutuor
 Typing Master
Microsoft Word 2003

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

Attendance and Lateness: Regular attendance is expected of all students as it is crucial to passing the course.   Students missing more than 25% of lectures may be required to withdraw from the course, and/or may be given a failing grade. Lateness will not be permitted as it disrupts the class.

Credit/Contact Hours:
This is a 3 credit course with 2 lectures/labs per week. Students are expected to attend all sessions.

Tests: All tests MUST be written at the schedule times, unless PRIOR arrangements have been made with the instructor(s). **A missed test will result in a mark of zero for that test.**

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 <u>minimum of three hours per week for the duration of **thirteen weeks**</u>. 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. **<u>Mastery of the keyboard must be "by touch" using proper techniques</u>. 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

<u>**Course Objectives**</u>:

1.   To key alphabetic keys by touch.
2.   Work toward developing a minimum speed of **20 to 25 words per minutes with 3 errors or less 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, successfully logoff all programs, save and retrieve data.

<u>**Grading Criteria:**</u> Grading will be assigned as follows:

CR – Credit for successful completion and a minimum speed of 20 words per minute with 3 or fewer errors.

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 <u>professional business behavior</u> 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. The ringing of such devices is not permitted in a classroom or lab. We understand that these devices are important to you and your family, so set your device to "manner mode," and then excuse yourself politely from the room in the event 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.
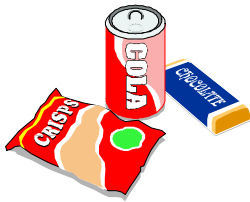
Our maintenance staff works hard to keep our classrooms and labs clean for you, and food and drinks are what make a classroom messy, smelly, and unpleasant. Thus, ***no food or drinks except water*** are permitted in the classroom at any time.

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 professor before class if you are unable to attend class.

Bill Shaw
Office: 539-7670

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.