

## LEARNING LAB 0137 COURSE OUTLINE

## KEYBOARDING

ACADEMIC UPGRADING DEPARTMENT  
GRANDE PRAIRIE REGIONAL COLLEGE

**INSTRUCTOR:** Doris Wlad  
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**COURSE DESCRIPTION:**

LL 0137 is designed to help you learn to key the alphabetic and numeric keys by touch using the proper techniques. You are also expected to develop useable competency in speed with accuracy.

**COURSE GOALS:**

1. To key alphabetic and numeric keys by touch.
2. Work toward developing a minimum speed of 21 words per minute with four or fewer errors on a two-minute timing.

**REFERENCES and SUPPLIES:**

South-Western COLLEGE KEYBOARDING, Introductory Course with WordPerfect 5.1, VanHuse, Duncan, Warner and accompanying Alphanumeric software.

Textbooks and software will be available for use in class. Students will be asked to purchase ONE diskette (Double Sided, High Density, 1.2 MB) for the storage of their data.

**EVALUATION:**

CR - Credit for successful completion.  
NC - No credit for insufficient or inadequate work.

**CLASS POLICY:**

Attendance and assignment completion are compulsory. Excessive absences, more than two classes out of twelve, may result in the student not being given credit for the course.

## CLASS SCHEDULE:

It is expected that at least one module will be completed each class day. If a module is mastered before the end of the class, the student may continue to the next module. However, it is recommended that the student take time to review whenever possible.

### MODULE 1 GETTING STARTED

#### Objectives:

1. Get to know your computer
2. Start keyboarding program: Alphanumeric
3. Get to know your software
4. Take proper position
5. Get acquainted with keyboard
6. Practice Home Row and I
7. Exit the program following given standard procedures to be used for all lessons

#### Learning Activities using College Keyboarding Text/Software:

- p. vii
- p. ix
- p. 2
- Lesson 1

### MODULE 2

#### Objectives:

1. Learn E and N
2. Review

#### Learning Activities:

- Lesson 2
- Lesson 3

### MODULE 3

#### Objectives:

1. Learn Left Shift, H, T, Period

#### Learning Activities:

- Lesson 4

### MODULE 4

#### Objectives:

1. Learn R, Right Shift, C, O

#### Learning Activities:

- Lesson 5

### MODULE 5

#### Objectives:

1. Learn W, Comma, B, P
2. Review

#### Learning Activities:

- Lesson 6
- Lesson 7

### MODULE 6

#### Objectives:

1. Learn G, Question Mark, X, U

#### Learning Activities:

- Lesson 8

### MODULE 7

#### Objectives:

1. Learn Q, M, V, Apostrophe

#### Learning Activities:

- Lesson 9

## **MODULE 8**

### **Objectives:**

1. Learn Z, Y, Quotation Mark

### **Learning Activities:**

Lesson 10

## **MODULE 9**

### **Objectives:**

1. Review

### **Learning Activities:**

Lessons 11, 12

## **MODULE 10**

### **Objectives:**

1. Learn Figure Keyreaches 1, 8, 5, 0

### **Learning Activities:**

Lessons 18, 19

## **MODULE 11**

### **Objectives:**

1. Learn Figure Keyreaches 2, 7, 4, 9

### **Learning Activities:**

Lessons 20, 21

## **MODULE 12**

### **Objectives:**

1. Learn Figure Keyreaches 3, 6
2. Review Letter Keyreaches

### **Learning Activities:**

Lesson 22

Lesson 13