

OCT 09 1998

D. Wlad

GRANDE PRAIRIE REGIONAL COLLEGE  
DEPARTMENT OF ACADEMIC UPGRADING

LL0137 KEYBOARDING--Independent Study  
COURSE OUTLINE

INSTRUCTOR:  
OFFICE:  
TELEPHONE NUMBER:  
CLASSROOM: THE LEARNING CENTRE A205  
HOURS:

TEXT/SUPPLIES: South-Western COLLEGE KEYBOARDING, Introductory Course with WordPerfect 5.1/6, VanHuss, Duncan, Warner and accompanying Alphanumeric software. Textbooks and software will be available for use in class; however, texts and software are part of a class set and may not be checked out. Other students will be using the books and software, so they need to be available in TLC. **PLEASE DO NOT WRITE IN THE TEXTS.**

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 OBJECTIVES:

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

EVALUATION: Grading will be assigned as follows:  
CR - Credit for successful completion and a minimum speed of 21 words per minute with three 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 two to three hours per week for the duration of six weeks. It is expected that at least two modules will be mastered each week. However, it is recommended that the student take time to review whenever possible and allow 35 minutes, four days a week, for additional practice time. A test will be given at the end of Module 9 and a final test at the end of Module 12. Tutorial and testing dates/times should be set in advance with the instructor.

Attendance for tutorial dates, tests and lesson completion with a final speed of 21 words per minute with three or fewer errors are 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.