

Grande Prairie Regional College
Academic Upgrading Department

NOV 20 2000

- Course Name:** Keyboarding
- Course Code:** TY0080
- Duration:** 18 hours
- Instructor:** William Shaw
539-2713
Office: C207
Office hours posted on office door
- Purpose:** Provide the student with a basic introduction to keyboarding and the use of the computer.
- Text:** Drill book purchased from bookstore
- Suggested Supplies:** One 3 1/2" computer disk
- Course Content:** Students will complete seven lesson units covering skills designed for beginning typists.
- Format:** Lecture and practical application.
- Evaluation:** The student must complete all portions of the course in order to pass the course. Marks will be awarded as a **CR** (credit) for completion and **NC** (no credit) for incomplection.
- Objectives:**
- Identify main parts of a computer
 - Demonstrate ability to access word processing program
 - Demonstrate ability to name and recall files
 - Demonstrate ability to use features of processing program
 - Demonstrate ability to use printer
 - Demonstrate correct use of disk handling
 - Model proper keyboarding posture
 - Model proper hand/key placement
 - Identify home row
 - Demonstrate keyboarding without looking at keys
 - Complete course work in required time frame of 18 hours