



Grande Prairie Regional College

School of Arts, Science, and Academic Upgrading
Department: Academic Upgrading

Introductory Keyboarding & Word Processing

COURSE OUTLINE – Fall 2010 CP 0105 A2 (0-0-5) HS

Instructor Pam Balderston

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Meeting M-F – 1:30 to 2:20pm, Room A301

Office Hours Monday to Thursday 2:30 pm – 3:30pm or by appointment

Corequisite: EN0100 or higher, or equivalent

Materials:

Gregg College Keyboarding & Document Processing, 10th edition. Lessons 1-60, Ober, Johnson and Zimmerly.

Software: (provided in lab)

GDP Software

Microsoft Office 2007

Typing Master Online

Description: This course provides instruction on computer keyboarding and word processing. The purpose of the course is to develop competent keyboarding skills with emphasis on speed and accuracy, usable competency in typing letters, memos, manuscripts and the fundamentals of computer operation.

Delivery Mode: This course will be taught in a computer lab setting with an emphasis on hands-on application. The main resource will be the textbook and accompanying software as well as Typing Master Online.

Credit/Contact Hours: This is a 5 credit course with 5 contact hours per week. Students are expected to attend all regularly scheduled class times.

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. Missing a test or assignment date will result in a grade of zero unless arrangements are made with your instructor PRIOR to your absence.

Objectives: The student shall learn the following.

- Proper use of the computer and its peripherals.
- Operate the letter and number keys by touch.
- Create, edit, save, open close and print documents.
- Apply text formatting.
- Set margins, tabs and line spacing.
- Change paper size and orientation.
- Use correct spacing and punctuation.
- Type and format tables.
- Type and format business and personal letters in full and modified block style.
- Type envelopes.
- Recognize and understand commonly used proofreader's marks.
- Format a title page, table of contents and bibliography
- Type, format and use MLA style references in reports.
- Type and format a standard memo.
- Cut, copy and paste commands .
- Indent commands.
- Type and format resumes and cover letters.
- Develop a minimum typing speed of **21 net words per minute on a 3 minute timing.**

Grading Criteria: Grades for this course will be assessed as follows.

- 50% Timed typing tests
- 50% In-class assignments and quizzes

Timed typing tests will be 3 minutes long. Typing tests will be held weekly on Tuesdays starting on October 12.

See the following schedule for the goal for each week.

Date	Words per Minute
Oct 19	21
Oct 26	23
Nov 2	25
Nov 9	27
Nov 16	30
Nov 23	34
Nov 30	38
Nov 7	42

Grades on timing tests will be calculated as follows:

$$(\text{Actual net words per minute})/(\text{Goal net words per minute})\times 100$$

The maximum possible mark on a timing test is 100%.

Net words per minute are calculated as follows: every 5 keystrokes counts as a word and every error counts as minus two words per minute.

Errors are assigned when you omit a word, insert an extra word or mistype a word. Each word can only have 1 error. For example, when typing "**next**" the following all count as only 1 error.

enxt nexxt

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 professional business behavior 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. It is very disruptive when such devices ring in class or during a lab. We understand that these devices are important to you and your family, so set your device to "manner mode," and excuse yourself politely from the room when 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 instructor before class if you are unable to attend class.

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.