Grande Prairie Regional College

Department: Academic Upgrading

COURSE OUTLINE – FALL 2008

<u>CP 0105 A2 (0-0-5) HS</u>

<u>Introductory Keyboarding & Word Processing</u>

Instructor	William Shaw	**Phone**	539 2713
Office	C207	**E-mail**	bshaw@gprc.ab.ca
Meeting Hours	Mondays, Fridays 11:30 – 12:20 Tuesdays, Thursdays 11:30 – 12:50 A301	**Office Hours**	Monday and Wednesday 2:30 pm – 3:30 pm or by appointment

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<u>Corequisite:</u>   EN0100 or higher, or equivalent

<u>Materials:</u>   *Gregg College Keyboarding & Document Processing,* 10th edition. Lessons 1-60, Ober, Johnson and Zimmerly.

One blank high density 3.5" computer disk or equivalent storage medium.

<u>Software:</u>   *GDP Software* (accompanies the textbook)
Microsoft Office 2007

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.

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.

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

Timed typing tests will be 3 minutes long. Typing tests will be held weekly on Tuesdays starting on October 14. See the following schedule for the goal for each week. Grades on timing tests will be calculated as follows:

(Actual net words per minute)/(Goal net words per minute)x100

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   entx   enxxt

Timing Test Schedule   **Words Per Minute for 100%**

October 14   21
October 21   23
October 28   25
November 04   27
November 13 Thursday   30
November 18   34
November 25   38
December 02   42

Grades will be assigned on the Letter Grading System.

Academic Upgrading Department
Grading Conversion Chart

| Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A+	4	90 – 100	EXCELLENT
A	4	85 – 89	
A−	3.7	80 – 84	FIRST CLASS STANDING
B+	3.3	76 – 79	
B	3	73 – 75	GOOD
B−	2.7	70 – 72	
C+	2.3	67 – 69	SATISFACTORY
C	2	64 – 66	
C−	1.7	60 – 63	
D+	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	
F	0	0 – 49	FAIL

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.
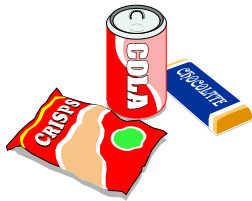
Our maintenance staff works hard to keep our classrooms and labs clean for you, and food and drinks are what make a classroom messy, smelly, and unpleasant. Thus, *no food or drinks except water* are permitted in the classroom at any time.

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.

Bill Shaw
Office: C207, 539-2713

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.