



**DEPARTMENT OF ACADEMIC UPGRADING**

**COURSE OUTLINE – WINTER 2014**

**CP 0101 – ADVANCED KEYBOARDING 3 (0-0-3) 45 Hours**

INSTRUCTOR: **Joan Godbout** PHONE: **780 539-2727**  
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OFFICE HOURS: **Half an hour after class**

**PREREQUISITE(S)/COREQUISITE:** CP0100 or proficiency keyboarding test with 15 net wpm.

While much of the work will be completed in class, you may benefit from having access to a home computer with an Internet connection. If you don't have this, there are a number of computer labs available in the college. The Library and third-floor A-wing computer lab are open during the evenings and on the weekends.

**REQUIRED TEXT/RESOURCE MATERIALS:** Once in class, you will have access to electronic resources using *Moodle* as well as given print and instructor-prepared materials.

Please have a small binder for your handouts and activities.

**CALENDAR DESCRIPTION:** “Students will continue to develop keyboarding skills by practicing touch keying. Emphasis will be placed on speed building while maintaining accuracy. In addition, students will be introduced to: the basics of word processing in order to create and format simple documents; the tools and methods used to obtain information from the internet; and email as a personal and business communication tool.” *GPRC Website.*

**CREDIT/CONTACT HOURS:** Three hours/week; **Monday Tuesday Thursday 10:30 – 11:20**

**DELIVERY MODE(S):** This course focuses on practicing “touch” keyboarding skills to improve both typing speed and accuracy; therefore, there are a number of practice drills and timed writings. In

addition, there are lectures/demonstrations with hands-on practice in a computer lab setting. In-class practice exercises will prepare students for individual assignments/projects.

**LEARNING OUTCOMES:** Upon successful completion, you will be able to:

- Advance touch keyboard speed and accuracy skills (“touch” is the ability to keyboard accurately with eyes on the copy/screen while maintaining correct technique)
  - Exhibit basic touch keyboarding techniques and ergonomic principles (keying with eyes on copy/screen, using home-row finger placement, maintaining proper posture/body placement)
  - Key at least 30 net words per minute with at least 90% accuracy from copy/text (progressing from one to three-minute timings)
  - Identify keying problem areas and practice keyboarding drills to improve technique, speed and accuracy
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- Use basic word processing functions (creating and managing files; adjusting settings for font, alignment, line spacing, tabs to format paragraphs, page numbers; using cut, copy, and paste within a document; inserting graphics and special characters; using writing tools for spelling, thesaurus, and grammar)
  - Use word processing to produce documents such as reports, cover pages, business letter, and a personal resume using pre-set program forms
  - Proofread and edit text for accuracy, content, grammar, spelling, and punctuation
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- Describe the function of the components in a computer system
  - Discriminate between responsible and irresponsible uses of technology
  - Describe the components and functions of an Internet browser
  - Conduct specific searches to locate reliable sources of information
  - Evaluate the effectiveness and efficiency of internet search tools and methods
  - Evaluate, validate, authenticate, and legally use information from the Internet
  - Recognize the need to compare information by using more than one source
  - Recognize the necessity of citing resources obtained electronically
  - Recognize and use online netiquette (proper behavior) in electronic correspondence, especially business communication
  - Reinforce protecting one’s private information and respecting the online privacy of others
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- Manage time effectively
  - Work independently and follow both written and verbal instructions
  - Use *Moodle* to check announcements, access assignments and online resources
  - Submit production assignments using *Moodle*

## TRANSFERABILITY:

\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability.

**GRADING CRITERIA:** This course is a credit or non-credit course. You maintain credit for the course by:

- Completing the *TypingMaster Online* lessons and the timed writing to a minimum of 30 net wpm (you will be given a Typing Speed Chart in class)
- Completing all the assignments/projects to a minimum of 70%
- Attending classes (missing no more than 15percent of the classes – there are approximately 13 weeks in the term (3 classes/week equaling 39 classes). Therefore, limit your absences to 6 or less.
- Arriving on time and being prepared to focus on the topic at hand
- Being prepared to start work upon arrival, working for the full duration of class time and demonstrating improved work skills

**EVALUATIONS:** This course is a credit or non-credit course.

**STUDENT RESPONSIBILITIES:** In addition to the “Student Rights and Responsibilities” as set out in *GPRC Policies*, the following guidelines will allow us to have an effective learning environment for everyone. <https://www.gprc.ab.ca/about/administration/policies/>

- I will start classes on time; similarly, you need to be on time, be ready to work, and remain for the duration of the class
- There appropriate (and perhaps necessary) uses of cell phones in a work setting. Except when being used as an educational device, have phones on silent mode and no texting.
- Many learners prefer a quiet learning/working atmosphere, so refrain from unrelated and/or disruptive talking during class time.
- Be respectful of others regarding food or beverages in the class. There specific beverage and food rules for the computer lab.
- Clean up your work areas and dispose of garbage.

Attendance is a requirement for academic and career success. Attend class unless completely unavoidable. If you are ill and could make others sick, you have reason to be away -- **not feeling 100 percent is not an excuse.**

If I need to be away, I will let you know either in class, through another staff member and electronically through *Moodle*. I will make arrangements for you to continue course work by providing activities/assignments so you do not fall behind. Likewise, if you need to be away, make arrangements so I am able to help you remain successful and on track. It is also expected that while you are away,

you will work on assignments and keep working to improve your keyboarding skills. Do not let yourself fall behind.

**PRINTING POLICY:** You will have a printing account established with a credit balance at the beginning of each course. Through your “MyGPRC” account, you will be charged \$0.10 per sheet (each sheet represents 2 pages, when printed double-sided). If you need, you will be able to recharge your accounts.

**STATEMENT ON PLAGIARISM AND CHEATING:** Grande Prairie Regional College “expects intellectual honesty from its students. Intellectual honesty demands that the contribution of others be acknowledged. To do less is to cheat ... [therefore] the College has adopted appropriate penalties for student misconduct with respect to plagiarism and cheating” (from the *GPRC Academic Policy – Student Misconduct*). If you wish to obtain further information, refer to GPRC’s Academic Policy titled *Student Misconduct: Plagiarism and Cheating*.

<http://www.gprc.ab.ca/downloads/documents/Student%20Misconduct%20Plagiarism%20and%20Cheating.pdf>

Plagiarism includes submitting copied work as your own as well as allowing another person to copy, thus enabling that person to commit plagiarism. So while you may **work together**, you must make certain to **submit your own work**.

Students in CP 0101 found to be “intellectually dishonest” will receive a grade of zero and be required to complete an alternate assignment (if one is available).

**COURSE SCHEDULE/TENTATIVE TIMELINE:**

Weeks	Production Units	Completing <i>TypingMaster</i> Sections	Typing Tests (from <i>TypingMaster</i> )
Week 1 January 7 - 10	<b>M/S WORD BASICS AND PRODUCTION ACTIVITIES</b>	<b>NUMBER ROW</b> 1: Numbers 3 4 5 6 7 and 8 2: Numbers 1 2 9 and 0	<b>ALPHABET</b> (practice and 1-minute timings)
Week 2 January 13 - 17		<b>TYPING DRILLS 1</b>	<b>PRACTICE DRILL</b> (5-minute practices and 1-minute timings)
Week 3 January 20 - 24			
Week 4 January 27 - 31		<b>TYPING DRILLS 2</b>	<b>SELF ASSESSMENT TEST</b> (practice and 1-minute timings)
Week 5 February 3 - 7			
Week 6 February 10 - 14	<b>COMPUTERS INSIDE AND OUT</b>	<b>Numeric Keypad</b> (Omit Lessons 2 & 3) 1: Numbers and Enter	<b>PANAGRAMS</b> (practice and 2-minute timings)
Week 7 February 24 - 28		<b>ELECTRONIC EMPLOYMENT</b>	<b>Symbols</b> (Omit Lesson 4) 1: Symbols ; : / ? 2: Symbols ' " + - = 3: Symbols ( ) [ ] @ \$ & %
Week 8 March 3 - 7			
Week 9 March 10 - 14	<b>TYPING TESTS 1 to 8</b> (practice and 3-minute timings)		
Week 10 March 17 - 21			
Week 11 March 24 - 27			
Week 12 March 31 - April 4	<b>FINAL PROJECT</b>		
Week 13 April 7 - 11 April 14			