

COURSE OUTLINE FALL 2009

CP 0105 A2 (0-0-5) HS

Introductory Keyboarding & Word Processing

William Shaw  
C207

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Mondays, Fridays 1:00 - 1:50 am  
Tuesdays, Thursdays 1:00 - 2:20  
pm  
A301

Monday and Wednesday  
10:00 am - 10:50 am or by  
appointment

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\_\_\_\_\_ EN0100 or higher, or equivalent

\_\_\_\_\_ 10<sup>th</sup>  
edition. Lessons 1-60, Ober, Johnson and Zimmerly.

\_\_\_\_\_ (accompanies the textbook)

\_\_\_\_\_ **Microsoft Office 2007**

\_\_\_\_\_ 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.

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\_\_\_\_\_ 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:

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

The maximum possible mark on a timing test is 100%. Net words per minute are calculated as follows: every 5 keystrokes counts as \_\_\_\_\_ ry 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

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October 13	21
October 20	23
October 27	25
November 03	27
November 12 <a href="#">Thursday</a>	30
November 17	34
November 24	38
December 01	42

Grades will be assigned on the Letter Grading System.



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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.

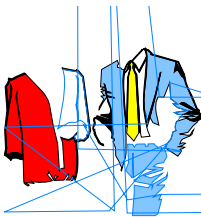


*No talking and no keyboarding when the Meeting Leader (professor, supervisor, guest speaker, or classmate) is talking to the group.* This behavior is not tolerated in business meetings.

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  
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*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.*



