

DEPARTMENT OF

COURSE OUTLINE FALL 2011

DELIVERY MODE(S): This course will be delivered in a computer lab hands-on environment. Our primary resource will be Gregg College Keyboarding & Document Processing. Additional software, resources and activities may be introduced.

OBJECTIVES (OPTIONAL):

- Keyboarding Mastery The Alphabet
- Keyboarding Mastery Numbers and Symbols
- Understanding the basic tools and resources that are most related with word processing.
- Confidence in the use of word processing resources and formatting

STUDENT RESPONSIBILITIES:

See attached Classroom/Lab Behavior and Decorum.

See attached Course program Outline.

GRADING CRITERIA:

GRANDE PRAIRIE REGIONAL COLLEGE
GRADING CONVERSION CHART

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NO food or drinks

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CP0100 A2

students are restricted to using ONLY the TypingMaster program during class time