COURSE OUTLINE   FALL 2008

CP 0105 A2 (0-0-5) HS

Introductory Keyboarding & Word Processing

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Mondays, Fridays 11:30   12:20
Tuesdays, Thursdays 12 Tf1 0i7 58.84

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   or 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

_____	_____
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.

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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