

COURSE OUTLINE FALL 2007 <u>CP 0105 A2 (0-0-5) HS</u>

Introductory Keyboarding & Word Processing

Eric Lenza 539 2713

C207 <u>elenza@gprc.ab.ca</u>

Mondays, Fridays 1:00 1:50 Tuesday and Thursday Tuesdays, Thursdays 1:00 2:20 9:00 10:30 am or by A301 appointment

EN0100 or higher, or equivalent

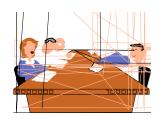
Gregg College Keyboarding & Document Processing, 10th edition. Lessons 1-60, Ober, Johnson and Zimmerly.

medium.

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.

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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 <u>professional business behavior</u> 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.

Eric Lenza

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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.