

SEP. 05 2002

GRANDE PRAIRIE REGIONAL COLLEGE
DEPARTMENT OF ACADEMIC UPGRADING

CP0105 - BASIC TYPING & WORD PROCESSING
COURSE OUTLINE

INSTRUCTOR: William Shaw
OFFICE: C207
TELEPHONE NO.: 539-2713
CLASSROOM: A301
TIME: M & F 1:30 - 2:20, T & R 1:00 - 2:20
TEXT/SUPPLIES: Gregg College Keyboarding & Document Processing for Windows,
8th Edition, Lessons 1-60, Ober, Janson, Johnson, Rice, Poland, Rossetti,
Glencoe/McGraw-Hill, 1997
You are also required to purchase one blank high density 3.5" computer disk to store data.

COREQUISITE: EN0110 or higher, or equivalent.

COURSE

DESCRIPTION: This course provides instruction in computer keyboarding and word processing. The purpose of the course is to develop competent keyboarding skills with emphasis on speed and accuracy, useable competency in typing tables, letters, memos, and manuscripts, and the fundamentals of computer operation.

COURSE

OBJECTIVE: You shall have an average speed of a minimum of 21 net words per minute on the production of straight copy, letters, forms, tables and reports.

EVALUATION: Course work on production and speed will represent 30% of the final grade, and the work in the final month will represent 70% of the final grade. Students generally reach their maximum skills at the end of this course. Production will be marked out of 9.

The final grade will be composed of speed and production. The scale for speed is:

NET WPM	GRADE	NET WPM	GRADE
0 - 10	1	30 - 33	6
11 - 15	2	34 - 37	7
16 - 20	3	38 - 41	8
21 - 25	4*	42 and over	9
26 - 29	5		

COURSE

CONTENT: The student shall learn:

1. the proper use of the computer and its peripherals.
2. to operate the letter and number keys by touch.
3. to operate the function keys required for data processing.
4. to create, edit, save, open, close, and print documents.
5. to move efficiently within a document.
6. to apply text formatting.
7. to make all machine and program adjustments needed to set margins, tabs and line spacing.
8. to change paper size and orientation.
9. to use correct spacing with punctuation.
10. to center keyboarded material both horizontally and vertically.
11. to use word processing commands necessary to type and format tables.
12. to type and format business and personal business letters in full- and modified-block style.
13. to use commands of the program to type envelopes using correct format.
14. to proofread and edit copy, mark and count errors, and compute keyboarding speed.
15. to recognize and understand all commonly-used proofreader's marks.
16. to type and format bound and unbound reports.
17. to type and format outlines and enumerations.
18. to type and format a title page, table of contents, and bibliography.
19. to type, format and use MLA style references in reports.
20. to type and format a standard memo.
21. to use cut, copy, and paste commands while editing documents.
22. to use various indent commands while formatting documents.
23. to type and format employment documents—resumes, letters of application and follow-up.
24. to correctly use capitals, commas, apostrophes, and numbers while typing.

25. to develop composing, proofreading, and spelling skills.
26. to use word processing skills in composing his/her own letter of application and resume.
27. to develop a minimum typing speed of 30 words per minute with three errors or less on a three-minute timing.

EXPECTATIONS:

Regular attendance is expected. Absences from class will be excused with: (a) a note from a physician, or (b) notification from Student Services regarding serious personal problems.

If you **miss a class**, it is **your responsibility to find out what assignments you missed** by asking a classmate or your instructor.

Habitual lateness will not be tolerated.

Assignments are expected on time. Marks may be deducted or assignments may not be accepted when late. If you have any difficulty in completing an assignment on time, please discuss the circumstances **in advance** with the instructor.

Computer stations must be left tidy after each use.

OTHER RESOURCES:

A205 Computer Lab is also available for your use for completing your homework assignments.

Have a great semester!

Note: Class records, including exams, related to this course will be maintained for one year after the last day of classes for the course. These records will then be destroyed in a secure manner.