

SAOLT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAOLT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: **KEYBOARDING**

Code No.: **TYP 101**

Program: **LAW & SECURITY ADMINISTRATION/
CORRECTIONAL WORKER**

Semester: **FIRST**

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New: . Revision:

APPROVED ' *M.A. 'f^'^^_ '^f^..IM*

KEYBOARDING (TYP 101)

Instructor: Brenda Authurs

DESCRIPTION

Keyboarding is a skill that is needed in order to communicate and obtain information in a rapidly changing world of technology. Much of this information and data is communicated, stored and retrieved electronically. The person processing this information will use the keyboard. This course is designed to teach the student the typewriter keyboard, as well as give the opportunity for typing practice to gain speed and accuracy.

OBJECTIVES

1. The student will have learned the basic skills necessary to input data through the use of a keyboard.
2. The student will demonstrate that he/she has learned to touch-type by producing accurate timed writing under supervised conditions.
3. Upon completion of this course, the student will be able to keyboard from straight copy at a minimum rate of 10 w.p.m. gross for three minutes with a maximum of 3 errors.

CONTENT

The content of this course will cover the alphabetic and numeric characters of the keyboard.

EVALOATION

For the successful completion of Keyboarding, you must demonstrate a minimum of 10 gross w.p.m. with no more than 3 errors on 2 timed writings.

A+	25+	g.w.p.m.
A	20-24	g.w.p.m.
B	15-19	g.w.p.m.
C	10-14	g.w.p.m.
R	Below 10	g.w.p.m.

The average typist can type with one mistake per minute.

TEXTBOOK

Keyboarding, by Simcoe, Mauermeyer and Gallion, John Wiley & Sons.

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SPECIFIC OBJECTIVES

Speed and accuracy timings will be given throughout the course.

1. Parts of the typewriter
Inserting the paper
Setting the margin stops
Selecting line spacing
Removing paper
Sitting correctly at the typewriter
Position of hands and arms
Home Row, pg. 28 & 29 1-B
Carriage Return, pg. 29 1-C
Space Bar, pg. 30 1-D
ASSIGNMENT: Complete pg. 30 1-E

2. Review Home Row, pg. 29 1-B
"e" key, pg. 31 1-F
"o" key, pg. 31 1-G
ASSIGNMENT: Complete pg. 31 Hi

Review - pg. 32 2-B
"t" key - pg. 32 2-C
right shift key - pg. 33 2-D
"n" key - pg- 34 2-E
period key - pg« 34 2F
ASSIGNMENT: Complete pg. 35 2-H and 2-1

Review - pg. 36 3-B
"i" key - pg. 36 3-C
"r" key - pg. 36 3-D
"c" key - pg. 37 3-E
left shift key - pg. 37 3-G
ASSIGNMENT: Complete pg. 37 3-F, 38 3-H

Review - pg. 39 4-B
tab key - pg. 39 4-C, pg. 40 4-D
", " key - pg. 40 4-E
V" key - pg. 40 4-E
"?' key - pg. 40 4-E
ASSIGNMENT: Complete pg. 41 4-F, 4-G

Review - pg. 43 5-B -
"u" key - pg. 43 5-C
"g" key - pg. 43 5-D
"p" key - pg. 44 5-E
ASSIGNMENT: Complete pg. 44 5-F, pg. 45 5-G

Review - pg. 46 6-B
"m" key - pg. 46 6-C
"w" key - pg. 47 6-D
ASSIGNMENT; Complete pg. 47 6-E

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- 8. Review - pg. 49 7-B
"y" key - pg. 50 7-C
"v" key - pg. 50 7-D
ASSIGNMENT: Complete pg. 51 7-E, 7-F

- 9. Review - pg. 52 8-B
"h" key - pg. 52 8-C
"b" key - pg. 53 8-D
"z" key - pg. 53 8-E
ASSIGNMENT: Complete pg. 54, 8-F

- 10. Review - pg. 55 9-B
"x" key - pg. 56 9-C
"q" key - pg. 56 9-D
ASSIGNMENT: Complete pg. 57 9-F, pg. 57 9-G

- 11. Review - pg. 59 10-B, 10-C
- pg. 60 10-D, 10-F

- 12. Review - pg. 62 11-B, 11-C
Column Tab - pg. 62 11-D, pg. 63 11-E
ASSIGNMENT: Complete pg. 63 11-E

- 13. Review - pg. 65 12-B
- pg. 69 13-C
Backspace - pg. 71 14-C
Shift lock - pg. 71 14-D
ASSIGNMENT: Complete pg. 74, 15-A

- 14. Review - pg. 90 19-A
"5" key - pg. 90 19-B
"0" key - pg. 90 19-B
"8" key - pg. 90 19-B
ASSIGNMENT: Complete pg. 91, 19-C and 19-D

- 15. Review - pg. 93 20-A
"2" key - pg. 93 20-B
"7" key - pg. 93 20-B
"1" key - pg. 93 20-B
ASSIGNMENTS Complete pg. 94 20-C and 20-D

- 16. Review - pg. 96 21-A
"4" key - pg. 96-97 21-B
"9" key - pg. 96-97 21-B
"6" key - pg. 96-97 21-B
"3" key - pg. 96-97 21-B
ASSIGNMENT: Complete pg. 98 21-D;
pg. 99 22-A, 22-B

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17. Fractions - pgs. 99 22-C, IflO 22-D
Apostrophe - pg. 102 23-B
Quotation - pg. 103 23-C, 23-D
Colon - pg. 103 23-D
Exclamation - pg. 106 24-B
Underscore - pg. 107 24-D
Parenthesis - pg. 110 25-C
18. ^ key
\$ key
% key
Text: pg. 113 26C, 260
ASSIGNMENT: Complete pg. 114 26-E
19. Review: pg. 115 27-A
& key
* key
key
Text: pg. 115 27-B, pg. 116 27-C
ASSIGNMENT: Complete pg. 116 27-D
20. Review: pg. 118 28-A
@ key
= key
+ key
- key
Text: pages 118 28-B, 119 28-C, 120 28-E
ASSIGNMENT: Complete pages 119 28-D, 120 28-F
21. Review: pg. 138 31-A
pg. 150 34-A
ASSIGNMENT: Type all sentences--pages 154 and 155.
22. Type all sentences--pages 156-158.
23. Refinement Drills, APPENDIX B
24. Refinement Drills and Timed Writings
25. Refinement Drills and Timed Writings

This course outline is subject to change.

SITTING CORRECTLY AT THE TYPEWRITER

You will not tire as quickly, you will feel less tension in your back, and you will type more accurately if you are sitting correctly.

1. Adjust your chair so that the spring back supports the small of your back and you are able to sit comfortably with your spine straight but supported. If you do not have a typing chair with a spring back, sit well back on the chair with your spine straight.
2. Lean forward slightly from the waist with your body centered opposite the "J" key. Your waist should be approximately 15 cm. from the front edge of the typewriter.
3. Hold your elbows loosely and comfortably by the sides of your body, about waist high.
4. Adjust the typing table or chair so that your hands and arms are parallel to the slope of the keyboard when the fingers are on the keys.
5. Place your feet flat on the floor with one foot slightly in front of the other. Your body will then be well balanced and supported.
6. Place the copy to be typed to the right of your machine and at an angle that allows you to read it comfortably without turning your head too much.

PREPARE TO KEYBOARD

Each time you sit down to keyboard, you should:

1. Adjust your chair and desk, if possible, to a height that is comfortable for you.
2. Make sure you have all the necessary supplies to do your work.
3. Set your horizontal margins according to the width desired.
4. Set your line-space regulator for the vertical spacing desired.