

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: KEYBOARDING
Code No.: TY101
Program: LAW & SECURITY ADMIN./CORRECTIONAL WORKER
Semester: FIRST
Date: September, 1989 Previous Outline Dated Sept. '88
Author: Sheree Wright

New; Revision: X

APPROVED: 
Chairperson

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Date

KEYBOARDING

TYP101

Instructor: Sheree Wright

Total Credit Hours: 25 (5 hours/week for 5 weeks)

Prerequisites: None

I. PHILOSOPHY/GOALS;

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 computer keyboard. This course is designed to teach the student the microcomputer keyboard, as well as give the opportunity for typing practice to gain speed and accuracy.

II. STUDENT PERFORMANCE OBJECTIVES:

Upon successful completion of this course, the student will:

1. Have learned the basic skills necessary to input data through the use of a keyboard.
2. Demonstrate that he/she has learned to touch-type by producing accurate timed writings under supervised conditions.
3. Be able to keyboard from straight copy at a minimum rate of **10 gross w.p.m.** for three minutes with a maximum of **3 errors.**

III. TOPICS TO BE COVERED;

1. Overview of the TYPEQUICK Program (including loading the program using the Inform library, printing results)
2. Good Typing Techniques
3. Keyboard Layout
4. Speed and Accuracy Development using WordPerfect, Version 5.0

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IV. **METHODS OF EVALUATION:**

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

A+	25+	g.w.p.m.	(maximum three errors)
A	20-24	g.w.p.m.	(maximum three errors)
B	15-19	g.w.p.m.	(maximum three errors)
C	10-14	g.w.p.m.	(maximum three errors)
R	Below 10	g.w.p.m.	

The average typist can type with one mistake per minute.

All TYPEQUICK lessons and supplementary drills must be submitted for instructor review. Failure to complete all required lessons will result in an Incomplete grade.

V. **REQUIRED STUDENT RESOURCES;**

- TYPEQUICK, Typing Tutor Disk - 5 1/4" Floppy - MS-DOS Compatible
- One 5 1/4" blank floppy diskette, double-sided, double-density
- Instructor will also supply students with speed and accuracy typing text - Typewriting Drills for Speed and Accuracy,
by Rowe and Etier

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VI. LEARNING ACTIVITIES:

I. Turning on the Microcomputer and Printer

Review of the TYPEQUICK Program (loading, main menu, inform library, printing)

Review of proper keyboarding posture
Position of hands and arms

2. **Lesson 1** - Typequick - a,s,d,f,j,k,l,; space and return (home keys)
3. **Lesson 2** - Typequick - e,h,i,. left shift
4. **Lesson 3** - Typequick - t,n,r,o
5. **Lesson 4** - Typequick - c,u,v,w right shift
6. **Lesson 5** - Typequick - g,x,p, ,
7. **Lesson 6** - Typequick - q,m,y,z,b
8. **Lesson 9** - Typequick - Speed Development
9. **Lesson 10** - Typequick - Accuracy Improvement
10. **Lesson 7** - Typequick - Numbers 1,2,3,4,5
- Tab Key
- II. **Lesson 8** - Typequick - Numbers 6,7,8,9,0
12. **Lesson 9** - Typequick - Speed Building
13. **Lesson 10** - Typequick - Accuracy Improvement
14. **Lesson 9** - Typequick - Speed Building
15. **Lesson 10** - Typequick - Accuracy Improvement
- 1b. **Instructor's handouts** - Introduction to WordPerfect, Version 5.0 (loading, keying text, printing, exiting)

Introduction to one-minute timed writings

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17. Instructor's handouts:

- Review punctuation drills

 - Review Tab Key & Backspace Key, Left Shift Key, Right Shift Key, Carrier Return

 - One-minute timed writings
18. Typewriting Drills for Speed and Accuracy - Skill Drive One
- 1A - Warm-Up
 - 1B - Two-minute Timed Writings
 - 1D - Speed Builders
 - 1E - Accuracy Builders
19. Typewriting Drills for Speed and Accuracy - Skill Drive Two
- 2A - Warm-Up
 - 2B - Two-minute Timed Writings
 - 2D - Speed Builders
 - 2E - Accuracy Builders
20. Typewriting Drills for Speed and Accuracy - Skill Drive Three
- 3A - Warm-Up
 - 3B - Three-minute Timed Writings
 - 3D - Speed Builders
 - 3E - Accuracy Builders
21. Typewriting Drills for Speed and Accuracy - Skill Drive Four
- 4A - Warm-Up
 - 4B - Three-minute Timed Writings
 - 4D - Speed Builders
 - 4E - Accuracy Builders
22. Typewriting Drills for Speed and Accuracy - Skill Drive Five
- 5A - Warm-Up
 - 5B - Three-minute Timed Writings
 - 5D - Speed Builders
 - 5E - Accuracy Builders
23. Typewriting Drills for Speed and Accuracy - Skill Drive Six
- 6A - Warm-Up
 - 6B - Three-minute Timed Writings
 - 6D - Speed Builders
 - 6E - Accuracy Builders

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24. Typewriting Drills for Speed and Accuracy - Skill Drive Seven
 - 7A - Warm-Up
 - 7B - Three-minute Timed Writings
 - 7D - Speed Builders
 - 7E - Accuracy Builders

25. Typewriting Drills for Speed and Accuracy - Skill Drive Eight
 - 8A - Warm-Up
 - 8B - Three-minute Timed Writings
 - 8D - Speed Builders
 - 8E - Accuracy Builders

NOTE; Depending on the level and needs of the student, students may choose to practise the numeric keypad drills. This is an optional section.

Course outline is subject to change