

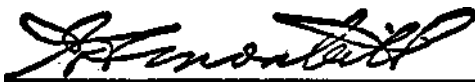
SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: KEYBOARDING
Code No.: TYPl01
Program: LAW & SECURITY ADMIN./CORRECTIONAL WORKER
Semester: FIRST
Date: September, 1990 Previous Outline Dated Sept. '89
Author: Sheree Wright

New:

Revision:

APPROVED: 
Dean, Business and
Hospitality

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Date

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KEYBOARDING

TYP101

Instructor: Sheree Wright

Total Credits: 2

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 **15 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. Familiarity with computer equipment including monitor, cpu, disk drive/ and keyboard.
5. Speed and Accuracy Development using WordPerfect/ Version 5.1.

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IV. METHODS OF EVALUATION;

For the successful completion of Keyboarding/ the student/ using appropriate touch typing techniques, must demonstrate a minimum of 15 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 | 21-24 | g.w.p.m. | (maximum three errors) |
| B | 18-20 | g.w.p.m. | (maximum three errors) |
| C | 15-17 | g.w.p.m. | (maximum three errors) |
| R | Below 15 | g.w.p.m. | (maximum three errors) |
| R | Below 75 | g.w.p.m. | |

Grading;

| | |
|----|----------|
| A+ | 90-100 |
| A | 80- 89 |
| B | 70- 79 |
| C | 60- 69 |
| R | Below 60 |

The average typist can type with one mistake per minute.

All TYPEQUICK lessons and supplementary drills must be submitted for instructor review. TYPEQUICK lessons which are not completed to a satisfactory accuracy level (i.e., 97 percent accuracy) must be revised. Failure to complete all required lessons will result in an Incomplete grade.

Regular attendance is strongly recommended to ensure keyboarding **proficiency.**

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 proper disk handling

Review of proper keyboardin'g 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
16. **Instructor's handouts** - Introduction to WordPerfect, Version 5.1
(loading, keying text, printing, exiting)

Introduction to one-minute timed writings

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17. **Instructor's handouts:**

- Review punctuation drills
. / / • / f
- Review Tab Key & Backspace *Key*, Left Shift Key, Right Shift Key, Carrier Return
- One-minute timed writings

18. **Instructor's Handouts:**

- Type Rhythm Drills
- Begin Spacing After Punctuation Drills
- Type Two-minute Timed Writings

1b[^]. **Instructor's Handouts:**

- Type Individual Finger Drills
- Begin Individual Letter Drills
- Continue With Two-minute Timed Writings

20. Typewriting Drills for Speed and Accuracy - Skill Drive One
1A - Warm-Up

ID - Speed Builders

IE - Accuracy Builders

IB - Three-minute Timed Writings

21. Typewriting Drills for Speed and Accuracy - Skill Drive Two
2A - Warm-up

2D - Speed Builders

2E - Accuracy Builders

2B - Three-minute Timed Writings

22. Typewriting Drills for Speed and Accuracy - Skill Drive Three
3A - Warm-Up

3D - Speed Builders

3E - Accuracy Builders

3B - Three-minute Timed Writings

23. Typewriting Drills for Speed and Accuracy - Skill Drive Four
4A - Warm-up

4D - Speed Builders

4E - Accuracy Builders

4B -• Three-minute Timed Writings

24. Typewriting Drills for Speed and Accuracy - Skill Drive Five
5A - Warm-Up

5D - Speed Builders

5E - Accuracy Builders

5B - Three-minute Timed Writings

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25. Typewriting Drills for Speed and Accuracy - Skill Drive Six
6A - Warm-Up
6D - Speed Builders
6E - Accuracy Builders
6B - Three-minute Timed Writings

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

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