


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

COURSE OUTLINE

COURSE TITLE: BASIC KEYBOARDING
CODE NO. : TYPI00 **SEMESTER:** TWO
PROGRAM: HOTEL & RESTAURANT MANAGEMENT/ADVERTISING
AUTHOR: SHEREE WRIGHT
DATE; JANUARY, 199 2
PREVIOUS OUTLINE DATED: SEPTEMBER, 1991

New: Revision: X

APPROVED: * 
DEAN, SCHOOL OF BUSINESS & HOSPITALITY

DATE

BASIC KEYBOARDING

TYPI00

COURSE NAME

COURSE CODE

Credit Hours: 2 5 - 5 weeks (1 hour/day)
2 credits

Prerequisites: None

Required Textbook: 1 College Keyboarding, 4th edition, by
Ober, Poland, et al, McGraw-Hill Ryerson
2 Data Disk to accompany text
3 1 IBM Compatible 5 1/4" double-sided,
double-density disk

Instructor Supplied: Typewriting Drills for Speed and Accuracy by
Rowe and Etier, Published by McGraw-Hill
Ryerson

PHILOSOPHY/GOALS;

The fundamentals of keyboarding and basic production skills including centering, blocked-style business letter format, and basic memorandum format will be taught using microcomputers and WordPerfect 5.1 software. Accuracy and proofreading are stressed.

II. **STUDENT PERFORMANCE OBJECTIVES:**

1. The student will demonstrate that he/she has learned to touch type by producing an accurately typed letter and memo,
2. The student will demonstrate that he/she has learned to touch type by attaining a predetermined speed on a three-minute timed test (15 gwpm with 3 errors maximum).

III. **LEARNING ACTIVITIES:**

College Keyboarding (Introduction to Keyboarding)

Turning on the Microcomputer and Printer

Familiarization of Equipment - Monitor
- CPU
- Disk Drive
- Printer
- Keyboard

Review of College Keyboarding Program: loading & main menu

Introduction to Keyboarding Menu

Arrangement of Work Station

Posture Checkpoint

Keyboarding Technique

Print Options and Procedures

Report

Document Production

BASIC KEYBOARDING

TYPIOO

LEARNING ACTIVITIES (cont'd)

2. Lesson 1 - a,s,d,f,j,k,l,; space and return
pp 2-3 (home keys); skill development
 3. Lesson 2 - h,e,o,r; skill measurement
pp 4-5
 4. Lesson 3 - m,t,i,c; skill measurement
pp 5-6
 5. Lesson 4 - v, period, right shift, count errors, skill
pp 7-8 measurement
 6. Lesson 5 - Review - learn how to measure speed
pp 8-9
 7. Lesson 6 - n,w, comma, g; skill development; timings
pp 10-11 (goal: 15 w.p.m.)
 8. Lesson 7 - left shift, u,b, colon, timings
pp 11-12 (goal: 16 w.p.m.)
 9. Lesson 8 - p,q,l,x, timings (goal: 17 w.p.m.)
pp 13-14
 10. Lesson 9 - -,z,y,?, timings•(goal: 18 w.p.m.)
pp 14-15
 11. Lesson 10 - Review; Tabs, Format paragraph from copy,
pp 16-17 timings, (goal: 19 w.p.m.)
 12. Lesson 11 - Horizontal centering, timings (goal: 19 w.p.m.)
pp 18-19
 13. Lesson 12 - Keying in all capitals; timings
pp 19-20 (goal: 20 w.p.m.)
 14. Lesson 13 - Vertical centering; timings (goal: 21 w.p.m.)
pp 20-21
- omit lesson 14 & 15
15. Lesson 16 - Number keys; 4,7,3, and 8, timings
pp 26-27 (goal: 24 w.p.m.)

BASIC KEYBOARDING

TYPIOO

LEARNING ACTIVITIES (cont'd)

16. Lesson 17 - Review; timings (goal: 25 w.p.m.)
pp 27-28
17. Lesson 18 - Number keys: 2,9,1, and 0, timings
pp 29-30 (goal: 26 w.p.m.)
18. Lesson 19 - Review; timings (goal: 27 w.p.m.)
pp 30-31
19. Lesson 20 - Number keys: 5,6; timings (goal: 28 w.p.m.)
pp 32-33
20. Professor's Handouts - Introduction to WordPerfect, Version 5.1
 - formatting a disk
 - loading WordPerfect 5.1
 - keying text
 - using backspace and delete key
 - using cursor keys
 - wordwrap
 - exiting
21. **Timed Writings**
22. Introduce Memorandum
 - Practice Memorandum on page FG-2
 - Instructor Handout
23. Introduce Letter
 - Practice typing letter - page FG-1 block style, open punctuation
 - Instructor Handout
24. Final Test on Memorandum
25. Final Test on Letter

BASIC KEYBOARDING

TYPIOO

IV. METHOD OF EVALUATION:

Daily Work	45%	*SPEED	15 gwpm - 5-
Typing Speed	5%*		
Letter Test	25%		
Memo Test	25%		

GRADING:

A+	90	-	100%	
A	80	-	89%	
B	70	-	79%	
C	60	-	69%	
R	0	-	59%	Must Repeat the Course

The following marking scheme will be used on graded work;

Proofreading/spelling	-2 for each occurrence
All other errors (margins, spacing, etc	-2 for each occurrence
Punctuation	-1/2 to -2 for each occurrence

Keyboarding is a skill which requires consistent practice to develop properly. This course has been designed to assist students to achieve the objectives set out in sections II and III. In order to meet the course requirements, regular attendance is **STRONGLY RECOMMENDED**.

A penalty of two percent will be deducted from the daily work component for each lesson not completed or not handed in.

If a student is not able to write a test because of illness, or a legitimate emergency, that student must contact the teacher prior to the test and provide an explanation which is acceptable to the instructor (medical certificates or other appropriate proof may be required). For cases of unforeseen circumstances i.e. accidents, the student must contact the teacher at the earliest possible moment to discuss possible arrangements to reschedule tests. In cases where the student has contacted the teacher, and where the reason is not classified as an emergency, i.e. slept in, forgot, etc., the highest achievable grade is a "C". In cases where the student has not contacted the teacher, the student will receive a mark of "0" on that test.

V. SPECIAL NOTES;

Students with special needs (e.g. physical limitations, visual impairments, hearing impairments, learning disabilities) are encouraged to discuss required accommodations confidentially with the instructor.

Your instructor reserves the right to modify the course as she deems necessary to meet the needs of students.