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

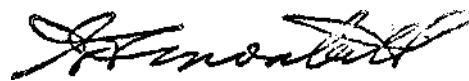
COURSE OUTLINE

COURSE TITLE: BASIC KEYBOARDING
CODE NO.: TYPI00 SEMESTERS TWO
PROGRAM: HOTEL & RESTAURANT MANAGEMENT
AUTHOR: SHEREE WRIGHT
DATE: JANUARY, 1993
PREVIOUS OUTLINE DATED: JANUARY, 1992

New!

Revision:

APPROVED:



DEAN, SCHOOL OF BUSINESS &
HOSPITALITY

^2-01-0^

DATE



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BASIC KEYBOARDING

TYPI00

COURSE NAME

COURSE CODE

Credit Hours: 25 - 5 weeks (1 hour/day)
2 credits

Prerequisites: None

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 and a typing tutor 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 using WordPerfect 5.1.
2. The student will demonstrate that he/she has learned to touch type by attaining 15 g.w.p.m. on three 3-minute timed writings with three errors maximum.

III. TOPICS TO BE COVERED:

1. Overview of the Canadian College Keyboarding Program (including running the program using the keyboarding menu, printing results and document production).
2. Familiarization with computer equipment including monitoring CPU, disk drive, printer and keyboard.
3. Keyboard layout.
4. Good typing techniques.
5. Speed and accuracy development.
5. Full-block letter format.

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Basic memorandum format.

Basic WordPerfect 5.1 functions (including accessing the program, keying text, correcting errors, using wordwrap, printing and exiting the program).

Three-minute timed writings.

IV. METHOD OF EVALUATION:

Daily Work 25%
 Typing Speed 25%*
 Letter Test 25%
 Memo Test 25%

*Speed - G.W.P.M.

(Maximum 3 errors)

Term Mark

25 +	25%
21-24	21%
18-20	18%
15-17	15%
Less than 15	0%

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 Section II. In order to meet the course requirements, regular attendance is **STRONGLY RECOMMENDED**.

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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.

WARNING: Academic dishonesty will result in a grade of zero (0) on the assignment or test for all parties.

CHALLENGE TEST

Students may pay a \$50 challenge test fee to exempt from the entire TYPIOO course. The challenge test will consist of three 3-minute timed writings, a test requiring students to properly set up and key in a letter using the full-block style, and a test requiring students to properly set up and key in a memo.

The student must successfully complete the three timings at 25 words per minute with a maximum of three errors and pass the two tests with a B grade.

WordPerfect formats and proofreading techniques must be used. Students will receive a credit (CR) on their GPA report.

EXEMPTION PRETEST

A TYPIOO exemption pretest will be held within the first two weeks of the semester. This pretest will allow those students who know how to keyboard to test out of that portion of the course. The test will consist of three 3-minute timed writings and the student must successfully complete these timings at a keyboarding speed of 25 words per minute with a maximum of three (3) errors using proper touch-typing techniques.

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A successful pretest will result in a grade of A+ on the keyboarding portion of TYPI00 (which represents 50 percent of the final grade).

Students will then join the class when the basic letter and memo formats are introduced and complete the two required tests (which represent 50 percent of the final grade).

V. REQUIRED STUDENT RESOURCES;

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

VI. LEARNING ACTIVITIES;

1. 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

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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.)

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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, tab and delete key
 - using cursor keys
 - wordwrap
 - printing
 - 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

VII. 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.