



COURSE OUTLINE: CPT045 - INTRO TO KEYBOARDING

Prepared: Heather Ferguson

Approved: Carolyn Hepburn, Dean, Indigenous Studies and Academic Upgrading

Course Code: Title	CPT045: INTRODUCTION TO KEYBOARDING							
Program Number: Name	8214: LBS - LEVEL5							
Department:	ACADEMIC UPGRADING/LBS							
Semesters/Terms:	19F, 20W, 20S							
Course Description:	This course is designed to help learners build proficient keyboarding skills, including using correct touch technique as well as proper posture. Learners will need to achieve a minimum words per minute and high accuracy in each skill in order to be successful.							
Total Credits:	3							
Hours/Week:	4							
Total Hours:	40							
Prerequisites:	There are no pre-requisites for this course.							
Corequisites:	There are no co-requisites for this course.							
Essential Employability Skills (EES) addressed in this course:	<p>EES 6 Locate, select, organize, and document information using appropriate technology and information systems.</p> <p>EES 7 Analyze, evaluate, and apply relevant information from a variety of sources.</p> <p>EES 10 Manage the use of time and other resources to complete projects.</p> <p>EES 11 Take responsibility for ones own actions, decisions, and consequences.</p>							
Course Evaluation:	Passing Grade: 70%, B							
Other Course Evaluation & Assessment Requirements:	Must demonstrate >40wpm with >90% accuracy to pass each timed writing and test							
Books and Required Resources:	All the Right Type Online							
Course Outcomes and Learning Objectives:	<table border="1"> <thead> <tr> <th>Course Outcome 1</th> <th>Learning Objectives for Course Outcome 1</th> </tr> </thead> <tbody> <tr> <td>Upon successful completion of this course, the student will demonstrate the ability to use proper technique for keyboarding, typing at >40wpm with >90% accuracy.</td> <td> Demonstrate mastery of keyboarding techniques for the following topics: 1.1 Home row, e and u, capitals and periods 1.2 The letters r, i, g, h, o and v 1.3 The letters t, y, b, c, m and n 1.4 The letters p, q, w, z, x and the apostrophe 1.5 The comma, question mark, and the numbers 1 through 4 1.6 The numbers 5 through 9 as well as 0 </td> </tr> </tbody> </table>		Course Outcome 1	Learning Objectives for Course Outcome 1	Upon successful completion of this course, the student will demonstrate the ability to use proper technique for keyboarding, typing at >40wpm with >90% accuracy.	Demonstrate mastery of keyboarding techniques for the following topics: 1.1 Home row, e and u, capitals and periods 1.2 The letters r, i, g, h, o and v 1.3 The letters t, y, b, c, m and n 1.4 The letters p, q, w, z, x and the apostrophe 1.5 The comma, question mark, and the numbers 1 through 4 1.6 The numbers 5 through 9 as well as 0		
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Evaluation Process and Grading System:	<table border="1"> <thead> <tr> <th>Evaluation Type</th> <th>Evaluation Weight</th> </tr> </thead> <tbody> <tr> <td>Speed and Accuracy Assessment</td> <td>30%</td> </tr> <tr> <td>Tests</td> <td>70%</td> </tr> </tbody> </table>		Evaluation Type	Evaluation Weight	Speed and Accuracy Assessment	30%	Tests	70%
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Date:

August 20, 2019

Addendum:

Please refer to the course outline addendum on the Learning Management System for further information.

