SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE:	KEYBOARDING AND INTRODUCTION TO WORD PROCESSING
CODE NO.:	KWP100 **SEMESTER:** ONE
PROGRAM:	EARLY CHILDHOOD EDUCATION
AUTHOR:	SHEREE WRIGHT
DATE:	SEPTEMBER, 1990
PREVIOUS OUTLINE DATED:	

New   Revision:

APPROVED: _____

         DEAN, SCHOOL OF BUSINESS &   **DATE**
              HOSPITALITY

KEYBOARDING & INTRO TO W.P.   KWP100

    COURSE NAME   **COURSE CODE**

Instructor: Sheree Wright

Total Credits: 3

Total Credit Hours: 45

Prerequisites: None

I.   **PHILOSOPHY/GOALS**;

Keyboarding and word processing skills are 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 provide
students with keyboarding skills as well as the ability to use the
basic functions of the WordPerfect 5.1 word processing package.

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
    20 gross w.p.m. for three minutes with a maximum of **3 errors.**

4. Be able to use the basic WordPerfect 5.1 functions.

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

KEYBOARD ING   **KWP100**

Familiarization with computer equipment including Monitor, CPU, Disk Drive, Printer and Keyboard

Speed and Accuracy Development using WordPerfect, Version 5.1

WordPerfect 5.1 Basic Functions: Creating, Saving, Retrieving, Editing, Formatting, and Printing. In addition, other functions such as moving, copying, and using spell checking will be covered

IV. **METHODS OF EVALUATION;**

GRADING: A+   90-100%
A   80- 89%
B   70- 79%
C   60- 69%
R   Below 60%

BREAKDOWN OF FINAL GRADE

Typing Speed   25%
WordPerfect Tests
(2 § 25%)   50%
Assignments   25%

100%

For the successful completion of KWP100, the students must demonstrate a minimum typing speed of 20 gross words per minute with no more than three errors on three, 3-minute timed writings.

The speed component represents 25 percent of the final mark. This grading is achieved as follows:

25/25   26   m (maximum three errors)
22/25   25   m. (maximum three errors)
21/25   24   (maximum three errors)
19/25   23   m, (maximum three errors)
18/25   22   m, (maximum three errors)
17/25   21   m (maximum three errors)
16/25   20   m (maximum three errors)
 0/25   less than m 20 g.w.p.m.

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NOTES: 1.   Due Dates: 100 percent completion of all assignments
                  is expected. Any class assignment submitted 1-5 days
                  after the due date will be subject to a loss of 10
                  percent of the assignment value. No mark will be
                  assigned after the fifth consecutive day the assignment
                  is late.

          2.   All assignments must be completed satisfactorily by
                  the date of the final test in order to fully meet
                  the requirements of the course. Failure to do so may
                  result in an "R" grade.

          3.   There will be no rewrites in this course.

          4.   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 teacher (medical
                  certificate or other appropriate proof may be required).
                  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   Students are advised to maintain a back-up of all files
                  on diskette. Loss of output due to a lost or damaged
                  diskette will <u>not be</u> acceptable for a late or incomplete
                  assignment.

VI   **<u>REQUIRED STUDENT RESOURCES:</u>**

          1.   TYPEQUICK, Typing Tutor Disk - 5 1/4" floppy MS-DOS compatible

          2.   Two 5 1/4" blank floppy diskettes, double sided, double-density

3.   Course Notes - WordPerfect 5.1 - Prepared by Software Support
                                                 Services

4.   Instructor will provide students with speed and accuracy
     typing drills

V.   **LEARNING ACTIVITIES:**

   l.A)   <u>TYPEQUICK (Introduction to Keyboarding) 18 hours</u>

Turning on the Microcomputer and Printer

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

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

Review of Proper Keyboarding Posture

Position of Hands and Arms

KEYBOARDING   **KWP100**

<u>LEARNING ACTIVITIES</u> **(cont'd)**

      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 Development

10. **Lesson 7** Typequick - Numbers 1,2,3,4,5
                - Tab Key

11. **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
    - introduction to one-minute timed writings
    - formatting a disk
    - loading WordPerfect 5.1
    - keying text
    - using backspace and delete key
    - using cursor keys
    - wordwrap
    - exiting

17. **Instructor's handouts** - Review Previous Lesson's Commands
    - type punctuation drills
    - type drills using the Left Shift Key, Right Shift Key, and
      Return Key
    - Two-minute timed writings

18. Ins true tor's handouts
   - type rhythm drills
   - begin spacing after punctuation drills
   - three-minute timed writing
   - print timed writing

   TYPEQUICK lessons which are not completed to a satisfactory
   accuracy level (i.e 97 percent accuracy) must be revised and
   resubmitted.

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

B)   <u>WordPerfect 5.1 - Introduction to Word Processing (27 hours)</u>

 1. Familiarization with Equipment
     - Terminology
     - Loading WordPerfect
     - Creating a Document
     - Viewing the Status Line
     - Using the Cursor Keys to Move
     - Saving a Document
     - Exiting a Document
 2. Retrieving a Document
     Editing a Document Using Insert and Delete
 3. Printing a Document

 4. Making a Back-up Diskette (using diskcopy)

 5. Enhancing Text - Centre
                     - Bold
                     - Underline

 6. Using Reveal Codes

 7. Using the Spell Check

 8. Moving and copying using the Block feature

 9. Reformatting a document by changing margins and line spacing
     and setting tabs

10. Using the Indent feature

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11. Using the Page Format

12. Headers/Footers

Depending on time restraints, certain topics may not be covered. In
addition, students may be required to explore other computer software
packages such as Print Shop, Print Master and Fontasy.

Note: This course outline is subject to change.