SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE:	KEYBOARDING	
CODE NO.;	TYP1Ol	**SEMESTER:** ONE
PROGRAM:	GENERAL ARTS & SCIENCE/(NATIVE) COLLEGE ENTRANCE	
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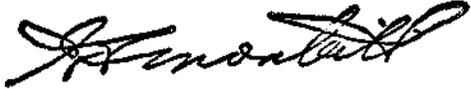
APPROVED:
**DEAN, SCHOOL OF BUSINESS &
HOSPITALITY**

72-07-^3
DATE

KEYBOARDING   TYP1O1

COURSE NAME   **COURSE CODE**

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:**

Overview of the Paradigm Keyboarding Skills Program (including loading the program using the Keyboarding Menu, printing results, and document production).

Familiarization with computer equipment including monitor, CPU, disk drive, printer and keyboard.

3. Keyboard Layout

4. Good Typing Techniques

5. Speed and Accuracy Development

6. Three-minute Timed Writings

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.

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.

Challenge Test:

Students may pay a $50 challenge test fee to exempt from the TYPl0l course. The challenge test will consist of three 3-minute timed writings. The student must successfully complete the three timings at 25 words per minute with a maximum of three errors using proper touch-type techniques. Students will receive a credit (CR) on their GPA report.

NOTES: All lessons and drills must be completed and submitted
                    for instructor review. Failure to complete all
                    required lessons could result in an incomplete grade.

                    Regular attendance is strongly recommended to ensure
                    keyboarding proficiency.

                    A penalty of two percent will be assigned for each
                    lesson not completed or not handed in.

WARNING: Academic dishonesty will result in a grade of zero for all
                parties.

V.   **REQUIRED STUDENT RESOURCES;**

                Paradigm Keyboarding Skills, A Mastery Approach for
                Microcomputers and Typewriters, Third Edition, LaBarre,
                Mach, Mitchell, Paradigm Publishing International, 1990.
                (Textbook includes two 5 1/4" program diskettes).

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

VI.   LEARNING ACTIVITIES;

1. 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

LEARNING ACTIVITIES   (cont'd)

Using the Paradigm Keyboarding Skills textbook and typing tutor
software, the student will complete all drills outlined in each lesson
listed below. Each line of each drill will be typed twice. Thinking
drills are optional.

  2.   Lesson 1   - a,s,d,f,j,k,l,; (the home row) space and
        pp 2-3   return key

  3.   Lesson 2   - right shift, h, left shift, colon
        pp 3-4-5

  4.   Lesson 3   - period, t, comma
        pp 5-8

  5.   Lesson 4   - n, e
        8-9-12

  6.   Lesson 5   - i, question mark (?), g
        pp 15-18

  7.   Lesson 6   - reinforcement sessions 1-5
        pp 18-21

  8.   Lesson 7   - p,r, tab key
        pp 22-26

  9.   Lesson 8   - m,v
        pp 26-31

 10.   Lesson 9   - o,b,w
        pp 32-39

 11.   Lesson 10   - Reinforcement Sessions 1-9
        pp 39-43

 12.   Lesson 11   - u,z,c
        pp 43-50

 13.   Lesson 12   - y,x,q
        pp 50-59

 14.   Lesson 13   - Reinforcement Sessions 1-12
        pp 59-64

 15.   Lesson 14   - Number keys: 1,2,3
        pp 64-68

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LEARNING ACTIVITIES   **(cont'd)**

16.   Lesson 15   - Number keys: 4,5,6
       pp 69-72

17.   Lesson 16   - Number keys: 7, 8, 9, 0, comma, decimal
       pp 73-79

18.   Professor's Handouts - Introduction to WordPerfect, Version 5.1
       - formatting a disk
       - running WordPerfect 5.1
       - keying text
       - using backspace, tab and delete keys
       - using cursor keys
       - wordwrap
       - printing
       - exiting
19.   **Timed Writings**

NOTE;   Depending on time restraints, certain topics may not be
             covered.

             Depending on the level and needs of the student, students
             may choose to practise additional drills to improve their
             speed and accuracy.