

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

COURSE OUTLINE

COURSE TITLE KEYBOARDING AND INTRODUCTION TO WORD PROCESSING

CODE NO. : KWP100 SEMESTER: TWO

PROGRAM: GENERAL ARTS AND SCIENCE, NATIVE EDUCATION

AUTHOR: OFFICE ADMINISTRATION FACULTY

DATE: JANUARY 1996

PREVIOUS OUTLINE
DATED: SEPTEMBER 1995

New

Revision: X

APPROVED:


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HOSPITALITY

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DATE

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KEYBOARDING & INTRO TO W.P.

KWP 100

COURSE NAME

COURSE CODE

Total Credits: 3

Total Credit Hours: 51

Prerequisites: None

I. PHILOSOPHY/GOALS;

Keyboarding and word processing skills are needed in order to communicate and obtain information in 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. Be able to keyboard from straight copy to a maximum rate of 16 gross w.p.m. for three minutes with a maximum of 3 errors under supervised conditions.
3. Be able to use the basic WordPerfect 5.1 functions.
4. Be able to proofread.

III. TOPICS TO BE COVERED:

1. Overview of the All the Right Type Program (including loading the program).
2. Familiarization with computer equipment including Monitor, CPU, Disk Drive, Printer and Keyboard.
3. Keyboard layout.
4. Touch Keyboarding Techniques.

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5. Keyboarding Speed and Accuracy Development.
6. Proofreading skills.
7. WordPerfect 5.1 Basic Functions: creating, saving, retrieving, editing, formatting, and printing. In addition, other functions such as moving, copying, spell checking, changing margins and line spacing, indenting text, formatting pages using widows/orphans, automatic page numbering and hard page breaks will be covered.

IV. METHODS OF EVALUATION:

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

Grading:

- 2 Proofreading/spelling
- 1 Format errors
- 1/2 Incorrect punctuation

BREAKDOWN OF FINAL GRADE:

Keyboarding Speed	- 10%
WordPerfect Tests (Test #1 = 30%)	
(Test #2 = 30 %)	- 60%
<u>Assignments</u> (WordPerfect, Modules 1-6)	- <u>30%</u>
	100%

Students will have the opportunity to earn a bonus of 15% if he/she attends 85% of all classes.

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

The speed component represents 10 percent of the final mark. This grading is achieved as follows:

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<u>SPEED - G.W.P.M.</u>	<u>TERM MARK</u>
(max. 3 errors on three, 3-minute timed writings)	(represents 10%)
20 and above	10%
19	9%
18	8%
17	7%
16	6%
15	5%
14	4%
13	3%
12	2%
11	1%
10 or less	0

NOTES:

1. Beginners - any student wishing to know his/her keyboarding speed will receive timings during the first class.
If the student has no previous keyboarding background, All the Right Type lessons should be completed.
2. Alphabetic and numeric keyboarding lessons 1-18 should be completed by January 9, 1996 (see semester schedule).

Timings on unfamiliar material will be held following the five-week keyboarding component. These timings will be the basis for the keyboarding speed (see breakdown of final grade).

3. Due Dates for the WordPerfect Assignments: 100 percent completion of all word processing assignments is expected. Any class assignment submitted **UP TO THREE CALENDAR DAYS** (holidays and weekends included) after the due date will be subject to a loss of 10 percent of the assignment value. No mark will be assigned after the third consecutive day the assignment is late.
4. Students are required to complete the two WordPerfect tests. There will be no rewrites in this course.
5. 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 or as soon as

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possible 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.

IMPORTANT NOTE:

Students with competency in keyboarding skills and WordPerfect may apply to writ the KWP100 challenge exam.

Those interested in writing the KWP100 challenge exam are advised to contact the PLA office before the last day to register for fall term. This exam is subject to a challenge fee.

VI. CREDIT TRANSFERS:

Students who have completed post-secondary, credit courses in WordPerfect could be eligible for exemption from KWP100.

Those students seeking exemption should complete a Course Credit Evaluation Form available from the Dean's Office, School of Business and Hospitality.

VII. REQUIRED STUDENT RESOURCES:

1. All the Right Type (available on Sault College computer network).
2. WordPerfect Made Easy with Exercises, Shelley Boushear, Sault College.
3. Three 3 1/2" high density data disks.
4. One plastic disk container.
5. Three letter size file folders.

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VIII. LEARNING ACTIVITIES:

KEYBOARDING: 15 hours

(A) All the Right Type

Turning on the Microcomputer and Printer
Equipment - Monitor

- Disk Drive

- Printer

- Keyboard

Review of All the Right Type Program
Introduction to Keyboarding Menu

Lesson 1 - Posture and home row keys

Lesson 2 - E and V

Lesson 3 - Caps and Period

Take Test 1, 2, or 3 (or all of them)

Lesson 4 - R and I

Lesson 5 - G and H

Lesson 6 - O and V

Take Test 4, 5, or 6 (or all of them)

Lesson 7 - T and Y

Lesson 8 - B and C

Lesson 9 - M and N

Take Test 7, 8 or 9 (or all of them)

Lesson 10 - P and Q

Lesson 11 - W and Z

Lesson 12 - X

Take Test 10, 11 or 12 (or all of them)

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Lesson 13 - Comma and Question Mark

Lesson 14 - Nos. 1 and 2

Lesson 15 - Nos. 3 and 4

Take Test 13, 14, or 15 (or all of them)

Lesson 16 - Nos. 5 and 6

Lesson 17 - Nos. 7 and 8

Lesson 18 - Nos. 9 and 0

Take Test 16, 17 or 18 (or all of them)

(B) WordPerfect 5.1 - Introduction to Word Processing (33 hours)

Text: WordPerfect Made Easy with Exercises

% **Proofreading** **Text pages 1-10**

Proofreading techniques; common proofreading errors; proofreading correction marks; spacing after marks of punctuation; exercises for students

Introduction to Computers **Text pages 11-21**

The Microcomputer; hardware terminology; software terminology; input-processing-output; DOS; preparing diskettes

A Look At WordPerfect 5.1 **Text pages 22 - 24**

Function keys; status line; escape key; access menu; cursor movement

Module 1 - Create, Edit, Save & Print **Text pages 25 - 44**

Create a document; edit a document; save; print; retrieve a document; help; exercises for students

Module 2 - Enhancing Text **Text pages 45 - 68**

Centre text; underlining text; bolding text; reveal codes screen; spell check; exercises for students

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Module 3 - Manipulating Text **Text pages 69 - 85**

Block feature; moving text; copying text; exercises for students

Module 4 - Format Text **Text pages 86 - 102**

Indent feature; indent from both sides; right align; format menu; line format; line spacing; justification; exercises for students

Module 5 - Page Format **Text pages 103-119**

Page format menu; centre page; widows and orphans; top/bottom margin; page numbering; hard page breaks; exercises for students

Module 6 - Setting Tabs and Margins **Text pages 120-134**

Tabs; default tab settings; clearing tabs; setting a tab; procedures to set up a table; setting margins

Depending on time restraints, certain topics may not be covered. This course outline is subject to change. #

KWP100 SEMESTER SCHEDULE

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ALL THE RIGHT TYPE KEYBOARDING PROGRAM FIRST FIVE WEEK OF COURSE AND TO BE COMPLETED BY FEBRUARY 9, 1996.

Week of Feb. 12 -	First hour -	Review objectives Take up proofreading exercises (previously assigned)
	Second hour -	Introduction to Computers and WordPerfect
	Third hour	Timings and calculation
Week of Feb. 19 -	First hour	Introduce Module 1
	Second hour -	Work on Module 1
	Third hour -	Work on Module 1
Week of Feb. 26 -	First hour -	Work on Module 1
	Second hour -	MODULE 1 DUE Timings
	Third hour	Introduce Module 2
Week of March 4	First hour	Work on Module 2
	Second hour -	Timings
	Third hour -	MODULE 2 DUE
% . eek of March 18-	First hour -	Introduce Module 3
	Second hour -	Work on Module 3
	Third hour	Work on Module 3
Week of March 25-	First hour -	Work on Module 3
	Second hour -	Timings
	Third hour	MODULE 3 DUE
Week of April 1 -	First hour -	TEST #1 MODULES 1 - 3
	Second hour -	Introduce Module 4
	Third hour -	Work on Module 4
Week of April 8 -	First hour	Work on Module 4
	Second hour -	MODULE 4 DUE
	Third hour -	Introduce Module 5
Week of April 15-	First hour -	Work on Module 5
	Second hour -	Work on Module 5
	Third hour	MODULE 5 DUE
Week of April 22-	First hour	Introduce Module 6
	Second hour -	Work on Module 6
	Third hour	Work on Module 6

Week of April 29- First hour - MODULE 6 DUE
Second hour - Timings
Third hour - **TEST /2 MODULES 4 - 6**

- NOTE:
- 1) This schedule is only a guide and may be modified by the professor.
 - 2) Students are expected to work outside of class time if necessary. Computers are available in the student workroom (A2130) and the Learning Assistance Centre (E1103).

PLEASE DO NOT USE WINDOWS PROGRAMS FOR THESE PROJECTS.