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 & SCIENCE , NATIVE EDUCATION

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ATE; SEPTEMBER 1995

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PREVIOUS OUTLINE DATED: JANUARY 1995

New   Revision:

APPROVED _____   95/06/12
DEAN. SCHOOL OF BUSINESS & HOSPITALITY   DATE

KEYBOARDING & INTRO TO W.P.   KWP 100
        COURSE NAME   **COURSE CODE**

Total Credits: 3

Total Credit Hours: 51

Prerequisites: None

I.   **PHILOSOPHV/nnAT^;**

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.   Be able to keyboard from straight copy at a minimum 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.

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

PHEMPQWH OF TOfoJL CgfrPB:

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

                                         100%

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:

SPEED G.W.P.M, (max. 3 errors on three, 3-minute timed writings)	TERM MARK {represents 10%
20 and above	10%
19	9%
18	8%
17	7%
16	
15	5%
14	
13	J-5
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 September 29, 1995 (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).

4. Due Dates for the WordPerfect Assignments: 100 percent completion of all word processing assignments is expected. Any class assignment submitted 1-3 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.

5. Students are required to complete the two WordPerfect tests. There will be no rewrites in this course.

   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 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.

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 **not** be an acceptable reason for a late or
incomplete assignment.

V.   **PHAT$_T$T.1fl*CTf**   *fX9jH**

Students with competency in keyboarding skills and
WordPerfect may apply to write the KWPlOO challenge exam.

Those interested in writing the KWPlOO 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 KWPlOO.

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.

<u>**KBYBOARDING**</u>   **KWP100**

VIII.   <u>**LEARNING ACTIVITIES:**</u>

       KEYBOARDING: 15 hours

       (A)   <u>All the Right Type</u>

              Turning on the Microcomputer and Printer
              Familiarization of 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 technigues; 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; holding text; reveal codes
screen; spell check; exercises for students

KBYBOARDIKG   **KWP100**

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 margins; 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.