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SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

KEYBOARDING AND INTRODUCTION TO WORD PROCESSING

COURSE TITLE

KWP100   ONE

CODE NO.:   **SEMESTER:**

PROGRAM LAW & SECURITY ADMINISTRATION, CORRECTIONAL WORKER, CHILD/YOUTH WORKER, DEVELOPMENTAL SERVICE WORKER, GENERAL ARTS & SCIENCE, NATIVE EDUCATION

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AUTHOR:

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DATE:

PREVIOUS OUTLINE SEPTEMBER, 1992
DATED:

New   Revision

APPROVED:
        DEAN, SCHOOL OF BUSINESS &   DATE
            HOSPITALITY

KEYBOARDING & INTRO TO W.P.   KWP100

   COURSE NAME   **COURSE CODE**

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.

^PlI.   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.

5. Be able to proofread.

III.   **TOPICS TO BE COVERED;**

1. Overview of the Canadian College Keyboarding Program (including
    loading the program using the Keyboarding Menu, printing results,
    document production).

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

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KEYBOARDING   **KWP100**

3. Keyboard Layout

4. Good Touch Typing Techniques

5. Skill 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, and using spell checking 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:

Typing Speed   - 2 5%
WordPerfect Tests
(2 @ 25%)   - 50%
Assignments (WordPerfect) - 2 5%

                          100%

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

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:

SPEED - G.W.P.M. (max. 3 errors)	TERM MARK (represents 25%)
25	**25%**
24	**23%**
23	**21%**
22	**19%**
21	**17%**
20	**15%**
less than 20	**0**

NOTES   All keyboarding assignments must be completed satisfactorily by the date of the final test (in December) in order to fully meet the requirements of the course. A penalty of two percent will be assigned for each lesson not completed or not handed in.

Due Dates for the WordPerfect Assignments: 100 percent completion of all word processing 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.

Students are required to complete the two WordPerfect tests. 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 <u>prior</u> 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.$_f$ 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.

5.   The College Keyboarding Software is available in A2130, A2020, A2050, and A2140.

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 acceptable for a late or incomplete
                     assignment.

V.   **EXEMPTION PRE-TEST FOR KEYBOARDING**

        A KWP100 exemption pre-test will be held within the first two
        weeks of the semester. This pretest will allow those students
        who know how to keyboard to test out of that portion of the
        course. The test will consist of three 3-minute timed writings
        and the student must successfully complete these timings at a
        keyboarding speed of 25 words per minute with a maximum of three
        (3) errors using proper touch-type techiques.

        A successful exemption pretest will result in a grade of A+ on
        the keyboarding portion of KWP100 (which represents 25% of the
        final grade).

        Students will then join the class when WordPerfect is introduced
        and complete the WordPerfect assignments and tests (which
        represents 75% of the final grade).

        EXEMPTION PRE-TEST FOR WORDPERFECT

        Students interested in taking pre-test(s) for WordPerfect will
        attend the first week of WordPerfect classes and arrange the
        test date(s) with the teacher. WordPerfect pre-tests must be
        completed with a 'B' grade and each pre-test represents 25% of
        the final grade, i.e.:

                        Pre-test #1 - 25%
                        Pre-test #2 - 25%
                        Keyboarding - 25%

                        Final Grade - x x 100%
                                      75

VI.   **REQUIRED STUDENT RESOURCES:**

        1.   Typequick, Keyboard Training Course, Typequick Pty.
             Limited (disk).

        2.   WordPerfect Made Easy with Exercises, Shelley Boushear,
             Sault College.

        3.   Two data disks either 3 1/2" high density or 5 1/4"
             {your teacher will give your directions as to which
             disks to purchase).

        4.   One plastic disk container.

V.   LEARNING ACTIVITIES:

KEYBOARDING: 15 hours

(A)   Disk: Typequick

       Turning on the Microcomputer and Printer
       Familiarization of Equipment - Monitor
                                     - CPU
                                     - Disk Drive
                                     - Printer
                                     - Keyboard
       Review of Typequick Program: loading & main menu
       Introduction to Keyboarding Menu
       Arrangement of Work Station
       Posture Checkpoint
       Keyboarding Technique
       Print Options and Procedures
       Report
       Document Production

Lesson 1   - a s d f j k l ; space and return

Lesson 2   - e h i . left shift

Lesson 3   - t n r o

Lesson 4   - c u v w right shift

Lesson 5   - g x p ,

Lesson 6   - q m y z b

Lesson 7   - 1 2 3 4 5

Lesson 8   - Speed Building

Lesson 10   - Accuracy Improvement

(B) <u>WordPerfect 5.1 - Introduction to Word Processing (24 hours)</u>

Text: <u>WordPerfect Made Easy with Exercises</u>

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; access menu; cursor movement

Module 1 - Create, Edit, Save, & Print   **Text pages 25-42**

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

Module 2 - Enhancing Text   **Text pages 43-61**

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

Module 3 - Manipulating Text   **Text pages 62-79**

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

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TEST #1

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Module 4 - Formatting Text   **Text pages 80-103**

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

Module 5 - Page Formatting   **Text pages 105-122**

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

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KEYBOARDING   KWP1QQ

TEST #2

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