SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: KEYBOARDING

Code No.:   TYP101

Program: NATIVE COLLEGE PREP

Semester: SECOND

Date: February '91   Sept. '90
                        Previous Outline Dated

Author: R. CAICCO

                                                    X
                    New: Revision:

APPROVED:
          Dean, Business and   Date
           Hospitality-

KEYBOARDING   **TYP101**

Instructor: Rose Caicco

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;

1. Overview of the TYPEQUICK Program (including loading the program using the Inform library, printing results)

2. Good Typing Techniques

3. Keyboard Layout

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

5. Speed and Accuracy Development using WordPerfect, Version 5.1.

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+	2 5+	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.

All TYPEQUICK lessons and supplementary drills must be submitted for instructor review. TYPEQUICK lessons which are not completed to a satisfactory accuracy level (i.e., 97 percent accuracy) must be revised. Failure to complete all required lessons will result in an Incomplete grade.

Regular attendance is strongly recommended to ensure keyboarding proficiency.

V.   REQUIRED STUDENT RESOURCES;

- TYPEQUICK, Typing Tutor Disk - 5 1/4" Floppy - MS-DOS
  Compatible

- One 5 1/4" blank floppy diskette, double-sided, double-density

- Instructor will also supply students with speed and accuracy
  typing text - Typewriting Drills for Speed and Accuracy,
                  by Rowe and Etier

KEYBOARDING   **TYP1O1**

VI. LEARNING ACTIVITIES;

I.   Turning on the Microcomputer and Printer

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

     Review proper disk handling

     Review of proper keyboarding posture
     Position of hands and arms

 2.   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 Improvement

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

II.   **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
          (loading, keying text, printing, exiting)

          Introduction to one-minute timed writings

17,   Instructor's handouts:
- Review punctuation drills

- Review Tab Key & Backspace Key, Left Shift Key, Right Shift
  Key, Carrier Return

- One-minute timed writings

18.   Instructor's Handouts;
- Type Rhythm Drills
- Begin Spacing After Punctuation Drills
- Type Two-minute Timed Writings

19.   **Instructor's Handouts:**
- Type Individual Finger Drills
- Begin Individual Letter Drills
- Continue With Two-minute Timed Writings

20.   Typewriting Drills for Speed and Accuracy - Skill Drive One
  lA - Warm-Up
  ID - Speed Builders
  IE - Accuracy Builders
  IB - Three-minute Timed Writings

21.   Typewriting Drills for Speed and Accuracy - Skill Drive Two
  2A - Warm-Up
  2D - Speed Builders
  2E - Accuracy Builders
  2B - Three-minute Timed Writings

22.   Typewriting Drills for Speed and Accuracy - Skill Drive Three
  3A - Warm-Up
  3D - Speed Builders
  3E - Accuracy Builders
  3B - Three-minute Timed Writings

23.   Typewriting Drills for Speed and Accuracy - Skill Drive Four
  4A - Warm-Up
  4D - Speed Builders
  4E - Accuracy Builders
  4B - Three-minute Timed Writings

24.   Typewriting Drills for Speed and Accuracy - Skill Drive Five
  5A - Warm-up
  5D - Speed Builders
  5E - Accuracy Builders
  5B - Three-minute Timed Writings

25.   Typewriting Drills for Speed and Accuracy - Skill Drive Six
      6A - Warm-Up
      6D - Speed Builders
      6E - Accuracy Builders
      6B - Three-minute Timed Writings

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

Course outline is subject to change