

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

**COURSE OUTLINE**

**COURSE TITLE:** KEYBOARDING

**CODE NO.:** TYP101 **SEMESTER:** TWO

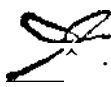
**PROGRAM:** NATIVE COLLEGE PREP/GENERAL ARTS & SCIENCE

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**PREVIOUS OUTLINE DATED:** SEPTEMBER, 1991

New: Revision: X

**APPROVED:**   
DEAN, SCHOOL OF BUSINESS &  
HOSPITALITY

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DATE

KEYBOARDING

TYP101

**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;**

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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3. Keyboard Layout
4. Good Typing Techniques
5. Speed and Accuracy Development

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

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**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.

V. **REQUIRED STUDENT RESOURCES;**

1. College Keyboarding, 4th edition, Ober, Poland, et al, McGraw-Hill Ryerson
2. Data disk to accompany text.
3. One double-sided, double-density 5 1/4" floppy diskette,

VI. LEARNING ACTIVITIES:

College Keyboarding (Introduction to Keyboarding)

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

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LEARNING ACTIVITIES (cont'd)

- 2. Lesson 1 - a,s,d,f,j,k,l,i space and return  
pp 2-3 (home keys); skill development
  - 3. Lesson 2 - h,e,o,r; skill measurement  
pp 4-5
  - 4. Lesson 3 - m,t,i,c; skill measurement  
pp 5-6
  - 5. Lesson 4 - v, period, right shift, count errors, skill  
pp 7-8 measurement
  - 6. Lesson 5 - Review - learn how to measure speed  
pp 8-9
  - 7. Lesson 6 - n,w, comma, g; skill development; timings  
pp 10-11 (goal: 15 w.p.m.)
  - 8. Lesson 7 - left shift, u,b, colon, timings  
pp 11-12 (goal: 16 w.p.m.)
  - 9. Lesson 8 - p,q,l,x, timings (goal: 17 w.p.m.)  
pp 13-14
  - 10. Lesson 9 - -,z,y,?, timings (goal: 18 w.p.m.)  
pp 14-15
  - 11. Lesson 10 - Review; Tabs, Format paragraph from copy,  
pp 16-17 timings, (goal: 19 w.p.m.)
  - 12. Lesson 11 - Horizontal centering, timings (goal: 19 w.p.m.)  
pp 18-19
  - 13. Lesson 12 - Keying in all capitals; timings  
pp 19-20 (goal: 20 w.p.m.)  
w.p.m.)
  - 14. Lesson 13 - Vertical centering; timings (goal: 21  
pp 20-21 w.p.m.)
- omit lesson 14 & 15**
- 15. Lesson 16 - Number keys- 4 7 1 ;,r. Q .• •  
PP 26-27 (goal: 24 ^ .p:!:^' ^" ^ ^' ^^^ngs  
p.m.) ^

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LEARNING ACTIVITIES (cont'd)

16. Lesson 17 - Review; timings (goal: 25 w.p.m.)  
pp 27-28
17. Lesson 18 - Number keys: 2,9,1, and 0, timings  
pp 29-30 (goal: 25 w.p.m.)
18. Lesson 19 - Review; timings (goal: 27 w.p.m.)  
pp 30-31
19. Lesson 20 - Number keys: 5,6; timings (goal: 28 w.p.m.)  
pp 32-33
20. Professor's Handouts - Introduction to WordPerfect, Version 5.1
  - formatting a disk
  - loading WordPerfect 5.1
  - keying text
  - using backspace and delete key
  - using cursor keys
  - wordwrap
  - exiting
21. **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.