

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.

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 **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 Typequick 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 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%
It	Below 60%

GRADING •

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

BREAKDOWN OF FINAL GRADE;

Typing Speed	- 25%
WordPerfect Tests	
(2 e 25%)	- 50%
Assignments (WordPerfect)	- 25%
	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.

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The speed component represents 25 percent of the final mark. This grading is achieved as follows:

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

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All keyboarding assignments must be completed satisfactorily by the date of the final test (in Decembe-r) 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.

2. 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 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 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 techniques.

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 = $\frac{x}{75} \times 100\%$

VI. REQUIRED STUDENT RESOURCESs

- *•• 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.

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

KEYBOARDING

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 2 b
Lesson 7	1 2 3 4 5
Lesson 8	6 7 8 9 0
Lesson 9	Speed Building
Lesson 10	Accuracy Improvement

(B) WordPerfect 5.1 - Introduction to Word Processing (24 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? 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

TEST #1

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

Indent feature; indent from both sides; right align; format menu; line format; setting margins; 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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TEST #2

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

