COURSE OUTLINE

KEYBOARDING AND INTRODUCTION TO WORD PROCESSING

COURSE TITLE:

KWP100

SEMESTER:

ONE

PROGRAM:

EARLY CHILDHOOD EDUCATION

AUTHOR:

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PREVIOUS OUTLINE
DATED:

New Revision:

APPROVED:

DEAN, SCHOOL OF BUSINESS &
HOSPITALITY
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.

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

Speed and Accuracy Development using WordPerfect, Version 5.1

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;

GRADING:   A+  90-100%
           A    80- 89%
           B    70- 79%
           C    60- 69%
           R Below 60%

BREAKDOWN OF FINAL GRADE

Typing Speed  25%
WordPerfect Tests (2 § 25%)  50%
Assignments  25%

100%

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:

25/25  26  m  (maximum three errors)
22/25  25  m. (maximum three errors)
21/25  24  m. (maximum three errors)
19/25  23  m. (maximum three errors)
18/25  22  m. (maximum three errors)
17/25  21  m (maximum three errors)
16/25  20  m (maximum three errors)
0/25  less than 20 g.w.p.m.
KEYBOARDING

NOTES: 1. Due Dates: 100 percent completion of all 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.

2. All assignments must be completed satisfactorily by the date of the final test in order to fully meet the requirements of the course. Failure to do so may result in an "R" grade.

3. 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 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.

VI REQUIRED STUDENT RESOURCES:

1. TYPEQUICK, Typing Tutor Disk - 5 1/4" floppy MS-DOS compatible

2. Two 5 1/4" blank floppy diskettes, double sided, double-density

4. Instructor will provide students with speed and accuracy typing drills

V. LEARNING ACTIVITIES:

1.A) TYPEQUICK (Introduction to Keyboarding) 18 hours

Turning on the Microcomputer and Printer

Familiarization of Equipment - Monitor
- CPU
- Disk Drive
- Printer
- Keyboard

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

Review of Proper Keyboarding Posture

Position of Hands and Arms
LEARNING ACTIVITIES (cont'd)

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 Development
10. Lesson 7 - Typequick - Numbers 1,2,3,4,5 - Tab Key
11. 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 - introduction to one-minute timed writings - formatting a disk - loading WordPerfect 5.1 - keying text - using backspace and delete key - using cursor keys - wordwrap - exiting
17. Instructor's handouts - Review Previous Lesson's Commands - type punctuation drills - type drills using the Left Shift Key, Right Shift Key, and Return Key - Two-minute timed writings
18. Ins true tor's handouts
   - type rhythm drills
   - begin spacing after punctuation drills
   - three-minute timed writing
   - print timed writing
   TYPEQUICK lessons which are not completed to a satisfactory accuracy level (i.e. 97 percent accuracy) must be revised and resubmitted.

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

B) WordPerfect 5.1 - Introduction to Word Processing (27 hours)

1. Familiarization with Equipment
   - Terminology
   - Loading WordPerfect
   - Creating a Document
   - Viewing the Status Line
   - Using the Cursor Keys to Move
   - Saving a Document
   - Exiting a Document
2. Retrieving a Document
   Editing a Document Using Insert and Delete
3. Printing a Document
4. Making a Back-up Diskette (using diskcopy)
5. Enhancing Text - Centre
   - Bold
   - Underline
6. Using Reveal Codes
7. Using the Spell Check
8. Moving and copying using the Block feature
9. Reformatting a document by changing margins and line spacing and setting tabs
10. Using the Indent feature
11. Using the Page Format

12. Headers/Footers

Depending on time restraints, certain topics may not be covered. In addition, students may be required to explore other computer software packages such as Print Shop, Print Master and Fontasy.

Note: This course outline is subject to change.