

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: KEYBOARDING AND INTRODUCTION TO WORD PROCESSING

CODE NO KWP100 **SEMESTER:** ONE

PROGRAM: LAW & SECURITY ADMINISTRATION, CORRECTIONAL WORKER,
TEACHER ASSISTANT AND DEVELOPMENTAL SERVICE WORKER

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HOSPITALITY

DATE

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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 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 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:

GRADING	A+	90-100%
	A	80- 89%
	B	70- 79%
	C	60- 69%
	R	Below 6 0%

BREAKDOWN OF FINAL GRADE:

Typing Speed	- 25%
WordPerfect Tests (2 @ 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.

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

<u>SPEED - G.W.P.M. (max. 3 errors)</u>	<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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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.

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 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.
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**

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).

CHALLENGE TEST:

Students may pay a \$50 challenge test fee to exempt from the entire KWP100 course. The challenge test will consist of three 3-minute timed writings plus a hands-on WordPerfect test. The student must successfully complete the three timings at 25 words per minute with a maximum of three errors using proper touch-type techniques and pass the WordPerfect test with a 'B' grade. WordPerfect formats and proofreading techniques must be used. Students will receive a credit (CR) on their GPA report.

REQUIRED STUDENT RESOURCES:

1. College Keyboarding, 4th edition, Ober, Poland, et al, McGraw-Hill Ryerson.
2. Data disk to accompany text.
3. Basic WordPerfect 5.1 in 10 Easy Modules, by Jean Caven and Iris Cieslar, IJC Enterprises.
4. Disks for WordPerfect portion

V. LEARNING ACTIVITIES;

KEYBOARDING: 18 hours

(A) Text: College 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)

		TEXT	PAGES
Lesson 1	a,s,d,f,j,k,l,; space and return (home keys); skill development Lines 5-11, key two lines of each row and leave a blank line after the two lines	2 - 3	
Lesson 2	h,e,o,r; skill measurement		
Lesson 3	m,r,t,i,c; skill measurement		
Lesson 4	v, period, right shift, count errors, skill measurement	7 - 8	
Lesson 5	learn how to measure speed	8 - 9	
Lesson 6	n,w, comma, g; skill development; timings (goal: 15 w.p.m.)	10	11
Lesson 7	left shift, u,b, colon, timings (goal: 16 w.p.m.)	11	12
Lesson 8	p,q,l,x, timings (goal: 17 w.p.m.)	13	14
Lesson 9	-,z,y,?, timings (goal: 18 w.p.m.)	14	15
Lesson 10 -	Review; Tabs, Format paragraph from copy, timings (goal: 19 w.p.m.)	16	17
Lesson 11 -	Horizontal centering, timings (goal: 19 w.p.m.)	18 omit pg. 19	11G
Lesson 12 -	Keying in all capitals; timings (goal: 20 w.p.m.)	19 - 20 omit 12G	
Lesson 13 -	Vertical centering; timings (goal: 21 w.p.m.)	20 - 21 omit 131 pg. 22	
<u>omit lessons 14 & 15</u>			
Lesson 16 -	Number keys; 4,7,3, and 8, timings (goal: 24 w.p.m.)	26 - 27	

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LEARNING ACTIVITIES (cont'd)

Lesson 17 - Review; timings (goal: 25 w.p.m.)	27 - 28 omit 191 pg. 29
Lesson 18 - Number keys: 2,9,1, and 0, timings (goal 26 w.p.m.)	29 - 30
Lesson 19 - Review; timings (goal: 27 w.p.m.)	30 - 31 omit 191 pg. 32
Lesson 20 - Number keys: 5,6; timings (goal: 28 w.p.m.)	32 - 33 omit 20H pg. 33

(B) WordPerfect 5.1 - Introduction to Word Processing (27 hours)Text: Basic WordPerfect 5.1 in 10 Easy Modules**Introduction****Text pages 2-19**Hardware and Software; Care and Handling of Disks;
Formatting Disks; Access WordPerfect; Function Keys or Menu**Module 1****Text pages 1-2 - 1-39****Assignment: Exercises in Module 1**Inputting; Save and Keep Document on Screen; Cancel; Help;
Cursor Keys; Insert; Delete; Typeover; Edit; Save and Clear
Screen; Spell Check; Date Function; and Print from Screen**Module 2****Text pages: 2-3 - 2-20****Assignment: Exercises in Module 2**

Bold; Underline; Centre; Reveal Codes; and Delete Codes

Module 3**Text pages: 3-3 - 3-10****Assignment: Exercises in Module 3**List Files; Look at a File; Retrieve a File; Print from List
Files; and Print List File Screen**TEST #1****Module 4****Text pages: 4-3 - 4-16****Assignment: Exercises in Module 4**Block and Bold; Block and Delete; Undelete; Block and
Underline; Block and Centre; and Switch - Capitalization**Module 5****Text pages: 5-3 - 5-19****Assignment: Exercises in Module 5**

Move and Copy

Module 6**Text pages: 6-3 - 6-38****Assignment: Exercises in Module 6**Tab Ruler; Tab Setting; Indent; Indent Right and Left; Line
Spacing; and Justification**TEST #2**

Depending on time restraints, certain topics may not be covered.