

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

**COURSE OUTLINE**

**COURSE TITLE** KEYBOARDING AND INTRODUCTION TO WORD PROCESSING

**CODE NO. :** KWP100 **SEMESTER:** TWO

**PROGRAM:** LAW & SECURITY ADMINISTRATION, CORRECTIONAL WORKER, CHILD/YOUTH WORKER, DEVELOPMENTAL SERVICE WORKER, GENERAL ARTS & SCIENCE, NATIVE EDUCATION, HOTEL RESTAURANT MANAGEMENT, TEACHER ASSISTANT PROGRAM, EARLY CHILDHOOD EDUCATION

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**PREVIOUS OUTLINE DATED:**

JANUARY 1994

New;

Revision:

**APPROVED**

*Bruce M. Lewis*  
DEAN, SCHOOL OF BUSINESS &  
HOSPITALITY

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DATE

KEYBOARDING & INTRO TO W.P.  
**COURSE NAME**

KWP 100  
**COURSE CODE**

Total Credits: 3

Total Credit Hours: 51

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. Be able to keyboard from straight copy at a minimum rate of 16 **gross w.p.m.** for three minutes with a maximum of 3 errors under supervised conditions.
3. Be able to use the basic WordPerfect functions.
4. 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.
3. Keyboard Layout.
4. Touch Keyboarding Techniques.

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5. Keyboarding Speed and Accuracy 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, spell checking, changing margins and line spacing, indenting text, formatting pages using widows/orphans, automatic page numbering and hard page breaks will be covered.

IV. METHODS OF EVALUATION:

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

GRADING:

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

BREAKDOWN OF FINAL GRADE:

Keyboarding Speed	- 10%
WordPerfect Tests (Test #1 = 30%)	
(Test #2 = 30%)	- 60%
Assignments (WordPerfect, Modules 1-6)	- <u>30%</u>
	100%

**WARNING:** Academic dishonesty will result in a grade of zero (0) on the assignment or test for all parties.

The speed component represents 10 percent of the final mark. This grading is achieved as follows:

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<u>SPEED - G.W.P.M.</u> (max. 3 errors on three, 3-minute timed writings)	<u>TERM MARK</u> (represents 10%)
20 and above	10%
19	9%
18	8%
17	7%
16	6%
15	5%
14	
13	
12	2%
11	1%
10 or less	0

**NOTES:**

Beginners - Any student wishing to know his/her keyboarding speed will receive timings during the first class.

If the student has no previous keyboarding background, Typequick lessons should be completed.

Alphabetic keyboarding lessons 1-6 should be completed and submitted at a 95% accuracy level. Numeric keyboarding lessons 7 & 8 should be completed and submitted at a 90% accuracy level.

Keyboarding Competency - Following discussion with the instructor, students with keyboarding proficiency may elect to complete only the timed writings of the keyboarding component. The term mark assigned for the keyboarding component will correspond to the speed achieved on the timed writings.

Timings would be held following the five-week Typequick component as required.

Due Dates for the WordPerfect Assignments: 100 percent completion of all word processing assignments is expected. Any class assignment submitted 1-3 days (holidays and weekends included) after the due date will be subject to a loss of 10 percent of the assignment value. No mark will be assigned after the third consecutive day the assignment is late.

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5. Students are required to complete the two WordPerfect tests. There will be no rewrites in this course.
6. 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 an acceptable reason for a late or incomplete assignment.

V. raAT.T.rewnE EXAM:

Students with competency in keyboarding skills and WordPerfect may apply to write the KWP100 challenge exam.

Those interested in writing the KWP100 challenge exam are advised to contact the PLA office before the last day to register for fall term. This exam is subject to a challenge fee.

VI. CREDIT TRANSFERS:

Students who have completed post-secondary, credit courses in WordPerfect could be eligible for exemption from KWP100

Those students seeking exemption should complete a Course Credit Evaluation Form available from the Dean's Office, School of Business and Hospitality.

VII. REQUIRED STUDENT RESOURCES:

1. Typequick. Keyboard Training Course, Typequick Pty. Limited (3 1/2" disk).

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2. WordPerfect Made Easy with Exercises. Shelley Boushear, Sault College.
3. Three, 3 1/2" high density data disks.
4. One plastic disk container.

VIII. **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

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

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(B) WordPerfect 5.1 - Introduction to Word Processing f33 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; escape key; access menu; cursor movement

**Module 1 - Create, Edit, Save, & Print Text pages 25-44**

Create a document; edit a document; save; print; retrieve a document; help; exercises for students

**Module 2 - Enhancing Text**

**Text pages 45-68**

Centre text; underlining text; bolding text; reveal codes screen; spell check; exercises for students

**Module 3 - Manipulating Text**

**Text pages 69-85**

Block feature; moving text; copying text; exercises for students

**Module 4 - Format Text**

**Text pages 86-102**

Indent feature; indent from both sides; right align; format menu; line format; line spacing; justification; exercises for students

**Module 5 - Page Format**

**Text pages 103-119**

Page format menu; centre page; widows and orphans; top/bottom margins; page numbering; hard page breaks; exercises for students



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**Module 6 - Setting Tabs and Margins**

**Text pages 120-134**

Tabs; default tab settings; clearing tabs; setting a tab;  
procedures to set up a table; setting margins

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

