



# COURSE OUTLINE: CPT 92 - INTRO TO KEYBOARDING

Prepared: Heather Ferguson

Approved: Carolyn Hepburn, Dean, Indigenous Studies and Academic Upgrading

Course Code: Title	CPT 92: INTRODUCTION TO KEYBOARDING											
Program Number: Name	8214: LBS - LEVEL5											
Department:	ACADEMIC UPGRADING/LBS											
Semesters/Terms:	18F, 19W, 19S											
Course Description:	This course is designed to help learners build proficient keyboarding skills, including using correct touch technique as well as proper posture. Learners will need to achieve a minimum words per minute and high accuracy in each skill in order to be successful.											
Total Credits:	3											
Hours/Week:	4											
Total Hours:	40											
Prerequisites:	There are no pre-requisites for this course.											
Corequisites:	There are no co-requisites for this course.											
Essential Employability Skills (EES) addressed in this course:	EES 6    Locate, select, organize, and document information using appropriate technology and information systems. EES 7    Analyze, evaluate, and apply relevant information from a variety of sources. EES 10    Manage the use of time and other resources to complete projects. EES 11    Take responsibility for ones own actions, decisions, and consequences.											
Course Evaluation:	Passing Grade: 70%, B											
Other Course Evaluation & Assessment Requirements:	Must demonstrate >40wpm with >90% accuracy to pass each timed writing and test											
Books and Required Resources:	All the Right Type Online											
Course Outcomes and Learning Objectives:	<table><tr><th>Course Outcome 1</th><th colspan="2">Learning Objectives for Course Outcome 1</th></tr><tr><td>Upon successful completion of this course, the student will demonstrate the ability to use proper technique for keyboarding, typing at &gt;40wpm with &gt;90% accuracy.</td><td colspan="2">Demonstrate mastery of keyboarding techniques for the following topics: 1.1 Home row, e and u, capitals and periods 1.2 The letters r, i, g, h, o and v 1.3 The letters t, y, b, c, m and n 1.4 The letters p, q, w, z, x and the apostrophe 1.5 The comma, question mark, and the numbers 1 through 4 1.6 The numbers 5 through 9 as well as 0</td></tr></table>			Course Outcome 1	Learning Objectives for Course Outcome 1		Upon successful completion of this course, the student will demonstrate the ability to use proper technique for keyboarding, typing at >40wpm with >90% accuracy.	Demonstrate mastery of keyboarding techniques for the following topics: 1.1 Home row, e and u, capitals and periods 1.2 The letters r, i, g, h, o and v 1.3 The letters t, y, b, c, m and n 1.4 The letters p, q, w, z, x and the apostrophe 1.5 The comma, question mark, and the numbers 1 through 4 1.6 The numbers 5 through 9 as well as 0				
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Evaluation Process and Grading System:	<table><tr><th>Evaluation Type</th><th>Evaluation Weight</th><th>Course Outcome Assessed</th></tr><tr><td>Speed and Accuracy Assessment</td><td>30%</td><td></td></tr><tr><td>Tests</td><td>70%</td><td></td></tr></table>			Evaluation Type	Evaluation Weight	Course Outcome Assessed	Speed and Accuracy Assessment	30%		Tests	70%	
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**Date:**

August 30, 2018

Please refer to the course outline addendum on the Learning Management System for further information.

