Yukon University

COURSE OUTLINE

KEY 100
KEYBOARDING 100

2 CREDITS

PREPARED BY: Meg Walker, Instructor
DATE: September 3, 2020

APPROVED BY: Ernie Prokopchuk, Interim Dean, Applied Science and Management
DATE: September 4, 2020

APPROVED BY SENATE: Click or tap to enter a date
RENEWED BY SENATE: Click or tap to enter a date

KEY 100

INSTRUCTOR: Meg Walker

OFFICE LOCATION: Zoom/phone

E-MAIL: mwalker@yukonu.ca

TELEPHONE: 867-456-8575

OFFICE HOURS: Mon. noon – 1:00 p.m.

CLASSROOM: Asynchronous

DATES: Sept. 21/20 – Apr. 9/21

TIME: Students should devote half an hour per weekday to their online keyboarding practice. Students will connect with the Instructor via Zoom each Wednesday from 2:30 – 3:30 for time tests, to keep track of their progress.

COURSE DESCRIPTION
In this online course, students will be introduced to the computer keyboard to learn touch typing, which is typing without looking. If students already know how to touch type, emphasis will be put on building speed and accuracy.

PREREQUISITES
None

RELATED COURSE REQUIREMENTS
Regular access to PC computer (laptop or desktop) with reliable internet connection.

Email and regular, frequent internet access are an important part of this course. The instructor will communicate through the assigned Yukon University email addresses and the Moodle course website. The use of the Moodle course website is mandatory.

This course will be completed online using Typistapp.ca. Students will be required to purchase an access code for Typistapp.ca. Students who do not have the access code will not be permitted to complete this course.

EQUIVALENCY OR TRANSFERABILITY
None

LEARNING OUTCOMES
Upon completion of the course, students should be able to use the touch-typing

method to key letters and punctuation on a keyboard. Students will increase speed and accuracy throughout the course, and at completion of the course will have demonstrated the ability to keyboard at a minimum speed of 25 net words per minute over a 5-minute timing, using correct fingering, without looking at the keyboard.

COURSE FORMAT

The course is entirely online and will consist of individual work. The majority of the time will be devoted to individual work and practice sessions, in which students will have an opportunity to develop their keyboarding skills using the online keyboarding software.

Official timings (for grade assignment and official speeds) will be held December 2, 2020, and in the week of April 5 - 9, 2020.

ASSESSMENTS

Tests

On December 2, 2020, and in the week of April 5-9, 2021, students will complete official timings. This consists of completing three five-minute timings on the typistapp.ca software.

Any student who works at a speed of 50 wpm or higher in the December timings will be considered to have an A in the course, and will have completed KEY 100.

Students who work at a speed of 49 wpm or less will continue with KEY 100 in the Winter semester.

A minimum speed of 25 wpm is required for students to successfully complete KEY 100, and to move on to their Fieldwork 100 placement.

Participation

This is an online course and students are expected to spend 30 minutes each weekday practicing their keyboarding skills online.
Keyboarding skills are developed incrementally over time, with practice. Students are

expected to practice on a regular basis in order to increase their personal speed and accuracy over the minimum level required to pass the course.

EVALUATION

This course is graded based on the net words per minute achieved over a 5-minute official timing, using correct fingering, without looking at the keyboard. For the official timings, you are required to type from text copy, not from the computer screen. Therefore, in addition to doing the software work, you should practice typing from printed texts.

Your grade is assigned according to the following system:

    A = 50 net words per minute or greater
    B = 45 – 49 net words per minute
    C = 35 – 44 net words per minute
    D = 25 – 34 net words per minute
    F = 24 net words per minute or below

Note: Students who obtain 25 net words a minute or greater but who look at the keys rather than use the touch type method will be given an "F" in this course.

REQUIRED TEXTBOOKS AND MATERIAL

1. An access code for use of the software Typistapp.ca must be purchased at the Yukon University Campus Store bookstore.
2. Pens, pencils, binder, headphones

ACADEMIC AND STUDENT CONDUCT

Information on academic standing and student rights and responsibilities can be found in the current Academic Regulations that are posted on the Student Services/ Admissions & Registration web page.

PLAGIARISM

Plagiarism is a serious academic offence. Plagiarism occurs when a student submits work for credit that includes the words, ideas, or data of others, without citing the

source from which the material is taken. Plagiarism can be the deliberate use of a whole piece of work, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Students may use sources which are public domain or licensed under Creative Commons; however, academic documentation standards must still be followed. Except with explicit permission of the instructor, resubmitting work which has previously received credit is also considered plagiarism. Students who plagiarize material for assignments will receive a mark of zero (F) on the assignment and may fail the course. Plagiarism may also result in dismissal from a program of study or the University.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon University recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, to graduate from ANY Yukon University program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukonu.ca/yfnccr.

ACADEMIC ACCOMMODATION

Reasonable accommodations are available for students requiring an academic accommodation to fully participate in this class. These accommodations are available for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon University Academic Regulations (available on the Yukon University website). It is the student's responsibility to seek these accommodations. If a student requires an academic accommodation, he/she should contact the Learning Assistance Centre (LAC): lac@yukonu.ca.

TOPIC OUTLINE
Please see syllabus on the course Moodle site