YukonCollege

COURSE OUTLINE

KEY 100 – Section B

KEYBOARDING

80 **HOURS**
2.0 **CREDITS**

PREPARED BY: Christina Thomas, Instructor   DATE: June 21, 2016

APPROVED BY: Margaret Dumkee, Dean   DATE: July 13, 2016

APPROVED BY ACADEMIC COUNCIL

Updated: June 13/16

KEY 100

INSTRUCTOR: Christina Thomas		**OFFICE HOURS:** Fridays 3-4 pm
OFFICE LOCATION: A2410		**CLASSROOM:** A2702
E-MAIL: cthomas@yukoncollege.yk.ca		**TIME:** Daily 2:30 pm – 3 pm
TELEPHONE: 668-8755		**DATES:** Sept. 19, 2016 – April 13, 2017

COURSE DESCRIPTION

In this 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

This course will be completed using the Keyboarding Pro Deluxe Online software. This means keyboarding practice can be completed outside of the Yukon College computer labs. All that is needed is high speed internet access, Firefox or Internet Explorer, Word 2013, and log-in credentials.

EQUIVALENCY OR TRANSFERABILITY

ABTO 113 and 213

Updated: June 13/16

LEARNING OUTCOMES

Upon completion of the course, students will 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 will consist of short lectures, demonstrations, and 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 textbook and keyboarding software. The instructor will give 5-minute typing timings on a weekly basis. All sessions will take place in the computer lab.

Official timings (for grade assignment and official speeds recorded on typing cards) will be held the weeks of December 5–7, 201 and April 11-13, 2017.
Attendance is compulsory for all official timings.

ASSESSMENTS

Attendance & Participation

Students are expected to attend the daily scheduled class and practice their keyboarding daily. It is understood that as the software is internet based, students can practice their keyboarding outside of the computer labs.
Keyboarding skills are developed incrementally over time, with practice. Students are expected to attend classes 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 type parts of each lesson from the textbook in order to become accustomed to typing from text.

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 MATERIALS

VanHuss, S., Forde, C., Woo, D., et al. (2015). *College Keyboarding: Keyboarding and Word Processing Essentials, Lessons 1-55* (Cdn 19th ed.). Toronto, ON: Nelson Education. ISBN 978-0-17-653195-9

Pens, pencils, binder, headphones, earplugs, small towel to cover hands/keyboard

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 students present the words of someone else as their own. Plagiarism can be the deliberate use of a whole piece of another person's writing, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material. Whenever the words, research or ideas of others are directly quoted or paraphrased, they must be documented according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Resubmitting a paper 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 College.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College 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 College program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukoncollege.yk.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 College Academic Regulations (available on the Yukon College 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) at (867) 668-8785 or lassist@yukoncollege.yk.ca.