

DIVISION OF APPLIED SCIENCE AND MANAGEMENT

KEY 100

2 Credit Course

Fall, 2018



COURSE OUTLINE

KEY 100

KEYBOARDING

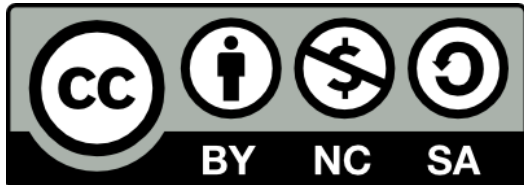
80 HOURS
2.0 CREDITS

PREPARED BY: Christina Thomas
APPROVED BY: Margaret Dumkee, Dean

DATE: July 13, 2018
DATE: Click or tap to enter a date

APPROVED BY ACADEMIC COUNCIL

RENEWED BY ACADEMIC COUNCIL



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COURSE TITLE

INSTRUCTOR: Christina Thomas **OFFICE HOURS:** Tuesdays 3-4 pm by
email or by telephone

OFFICE LOCATION: A2410

CLASSROOM: This is an online course, log into Moodle and access KEY 100.

E-MAIL: cthomas@yukoncollege.yk.ca **TELEPHONE:** 668-8755

TIME: There is no scheduled class meeting time for this course, students should devote half an hour per day to their online keyboarding practice.

DATES: Sept. 24, 2018 - April 11, 2019

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

This course will be completed online using Typist.ca. Students will be required to purchase an access code for Typist.ca. 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, and an access code. 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 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 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 the weeks of December 4-6, 2018 and April 11-13, 2019.

ASSESSMENTS

Attendance & Participation

This is an online course and students are expected to spend 30 minutes each week day 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.

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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 text.

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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, Forde, Woo and Robertson. Keyboarding & Word Processing Essentials Microsoft Word 2016 Lessons 1-55, 20th edition bundled with SAM access code. Toronto, ON: Nelson Education. ISBN 1337373060.

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 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

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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 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 \(LAC\): lac@yukoncollege.yk.ca](mailto:lac@yukoncollege.yk.ca).

TOPIC OUTLINE