

Applied Skills 11—Keyboarding

- ☒ This is a self-paced course. Using the typing tutor programs in the computer labs and the text book, you will work on learning and improving your keyboarding skills. Students begin this course with varying skill levels; therefore you should be concentrating on those areas that need the most attention. You can never become too fast or accurate on a keyboard. Remember, this is a highly marketable skill.
- ☒ The grades you will receive are based on the production of a variety of print documents (20%), the completion of lessons one through ten in the *typing master* on-line tutorial (20%), and the level of speed and accuracy you attain by the end of the course (60%). You should set a speed goal for yourself at the beginning and strive to attain it. Those with less keyboarding experience will need to devote more time to learning the correct fingering.

Grading the Typing Tests

Tests must be taken *at least 4 times* during the course. You may take as many as you want to continue to try and improve your skills. Each test must be taken on a separate day. **Students who do not take the required tests will receive a failing grade.** The student should arrange tests in advance with the teacher to ensure the tests do not conflict with any other planned classroom activity. *Your best wpm result will be used for 60% of your final term grade.* The tests are 5 minutes in length and are given from a copy **NOT** from the typing tutor program.

Errors: Two errors are permitted in a five-minute typing test without affecting your grade. Each additional error is deducted from your wpm rate, reducing your letter grade.

WORDS PER MINUTE	LETTER GRADE	PERCENT
80 wpm	A	100%
75 wpm	A	96%
70 wpm	A	92%
65 wpm	A	88%
60 wpm	A	86%
50 wpm	B	77%
40 wpm	C+	70%
30 wpm	C	63%
20 wpm	C-	55%

Document Production:

A variety of documents are to be prepared. These documents will be assessed for quality and will account for 20% of your final grade.

You should alternate between using the typing tutor programs and typing from copy (paper). It is more time-consuming to type from copy. As this is the method used for testing, you should get accustomed to it.

Computer Resources:

- The main typing tutor program is the on-line *typing master*. You need will go on line to set up your account:

Ensure that you choose the correct group so that your instructor can give you credit for the work you have completed.

- A second typing tutor program is available for practice:

All The Right Type. It can be found on:

Start/Programs/All The Right Type

Generally, you should use the *All The Right Type* typing tutor as follows:

Step 1) Learn new keys

Step 2) Skillbuilding

Step 3) Speed and Accuracy

Step 4) Section tests

Keyboarding & Information Processing Textbook:

- Pages 10-53 teaches letter keys. Many drills and exercises are found here to improve your strength and skills. These exercises should be done in tandem with the computer tutorials.
- The following exercises are to be completed (examples of each type of document are found in your text book):

- 1) Prepare Memo 2 on page 116 (simplified memo). Use the example on page 115 as a guide.
- 2) Prepare Memo 3 on page 118 (standard memo). Use the example on page 117 as a guide.
- 3) Prepare Personal-Business letter 3 on page 128 (read about block style on page 123).
- 4) Prepare Business letter 2 on page 132.
- 5) Prepare Unbound Report on page 148.
- 6) Prepare Unbound Report on page 149 (making corrections after editing).
- 7) Prepare Unbound Report on pages 152-153 (with numbered list).
- 8) Prepare Table 3 on page 164—set a 1.5” left and a 3.5” left tab.
- 9) Prepare Unbound Report and Table on page 215 (document 1).
- 10) Prepare Application Letter (document 1) on page 325-326

- A handout is available to you upon request so that you may get extra practice keyboarding from copy. This is important as your typing tests will be from copy. You should use the timer to time yourselves periodically. The timer can be found on the S drive.

My Computer/Data on MSEC (S:)/Janis/BJTimer