

Keyboarding & Print Communications 25s COURSE OUTLINE

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Keyboarding 25S and Print Communications 25s are two parts of a ONE credit course. During the first half of the course, approximately 50 hours, you will focus on removing old keyboarding habits and learning a new and correct way to keyboard. We will learn two keys every day with a day in-between to practice. Focus and emphasis will be placed on “*CORRECT*” placement of the hands and fingers, daily timing drills and accuracy.

During the second part of the course, approximately 60 hours, we explore the preparation of reports, letters and other business related documents used in today’s business environment. While emailing, texting and additional types of technology based communication are now an integral part of business, the need for professional *mailable documents are still a necessity.

To pass this course a combination of 50% or above on your final mark and a pass on your practical keyboarding test of 25NWAM is mandatory. If either of these parts result in a failure, you will not receive any credit for the course.

Course Outcomes

- Ability to keyboard at least 25 NWAM by the end of the course.
- Build speed and accuracy over time.
- Demonstrate ergonomically correct placement of hands, feet, and body associated with keyboarding.
- Use the correct fingering and hand positions on the keyboard.
- Ability to type a document that is being copied without looking at the keyboard and/or the monitor.
- Ability to perform most functions in Microsoft Word 2010.
- Mastery in proofreading business documents.
- Ability to format Personal, Academic and Business documents correctly.

Course Activities

- Games
- Drills
- Technique Practices
- One-on-One help with extra work and activities to increase speed and accuracy

Textbooks and Other Materials

- Microsoft Word 2010
- All the Right Type
- *Keyboarding with Computer Applications* (Glencoe)

Grading Policy

Drills / Speed / Accuracy	25%
Formatting and Word Processing	20%
Tests / Quizzes	20%
Ergonomics and Journals	5%
Final Exam	30%
TOTAL Available	100%

~If you receive a final term mark of 75% or above you have the ability to be exempt from writing the final exam. If you are exempt, your term mark will also be your final mark for the course.

Course Schedule

Topic	Hours	Skills Learned
Keyboard Ergonomics <i>(Drills / Speed / Accuracy)</i> <i>(Tests and Quizzes)</i>	1	<ul style="list-style-type: none"> • How to sit properly at your work station • How to adjust your work station • How to spot the signs of carpal tunnel syndrome and other issues that arise from repetitive motion • How to stretch after keyboarding
Learning the Keyboard <i>(Drills / Speed / Accuracy)</i> <i>(Tests and Quizzes)</i>	36	<ul style="list-style-type: none"> • Learns Home Row by touch keyboarding • Learns b,c,e,g,h,l,m,n,o,p,q,r,t,u,v,w,x,y,z,;,',,,,,. ? ,1,2,3,4,5,6,7,8,9,0 by touch keyboarding • Ability to read text to copy and not look at the monitor and /or your hands.
Speed and Accuracy <i>(Drills / Speed / Accuracy)</i> <i>(Tests and Quizzes)</i>	13	<ul style="list-style-type: none"> • Speed drills including 1 minute, 3 minute and 5 minute timings. • Concentration drills that will diagnose any problem keys. • Skill development paragraphs that focus on accuracy instead of speed.
Microsoft Word 2010 <i>(Drills / Speed / Accuracy)</i> <i>(Tests and Quizzes)</i>	6	<ul style="list-style-type: none"> • Learns the layout of the window • Ribbons, Tabs and Grouping • New File Tab • Track Changes
Proofreading Marks <i>(Drills / Speed / Accuracy)</i> <i>(Tests and Quizzes)</i>	2	<ul style="list-style-type: none"> • Why, and how we use proofreading marks • How to read proofreading marks

<p style="text-align: center;">Creating Business / Personal Documents <i>(Drills / Speed / Accuracy)</i> <i>(Tests and Quizzes)</i></p>	42	<p>Will learn how to correctly create and format the following documents:</p> <ul style="list-style-type: none"> • Academic reports • Business reports • Personal letters • Business letters • Tables • Paragraph, spacing and bullets
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Course Policies and Statements

In this course while you do have the opportunity to be exempt from the exam there is one exception. If you are found cheating that is, having unauthorized/authorized possession of someone’s work and passing it off as your own, or if you have willingly given someone your work and they pass it off as their own or if you are cheating on a test, or overall found to be dishonest about your work, you no longer have the privilege of being exempt and will automatically have to write the final exam.

Terms related to the Course, Assessment and Evaluation

GWAM – Gross Words a Minute – The amount of words that you can type in one minute including mistakes.

NWAM – Net Words a Minute – the amount of words that you can type in one minute MINUS your mistakes.

Mailable Documents – is the idea that documents should be in a mailable format. That is to say that once you drop your letter in the mailbox you cannot get it back and therefore, it should be 100% correct.

If you are having any difficulty in this course, please come to me or email me your concerns. It is much easier to tackle the issue early on in the course then it is at the end. There is no problem that we cannot work out together.

I look forward to a successful semester!

Introduction and Overview

Welcome to Mrs. Bachart's Keyboarding and Print Communications 25s

By the time you finish this course, you will be able to confidently type all the letters, numbers and the most common symbols, with proper ten-finger touch typing technique.

Although there is some use of interactive multimedia here (all the right type), this course is minimalist in nature. The focus here is on facilitating progressive and efficient (but hopefully not boring!) learning. I believe there is everything here necessary for you to become an accomplished typist in this semester even if you have no experience at all.

Things you should know

1. Study the *"Principles for Effective Learning"*. These are so integral to your success in this course that they will be in front of your eyes before every typing exercise. Please take them to heart, and practice them ALWAYS.
2. Familiarize yourself with *"Good Typing Ergonomics"*. For your bodies sake!
3. Then, learn about the logic behind the fingering on the keyboard, and in one fell swoop, you will know *"Which Fingers Go Where"*?

Principles for Effective Learning

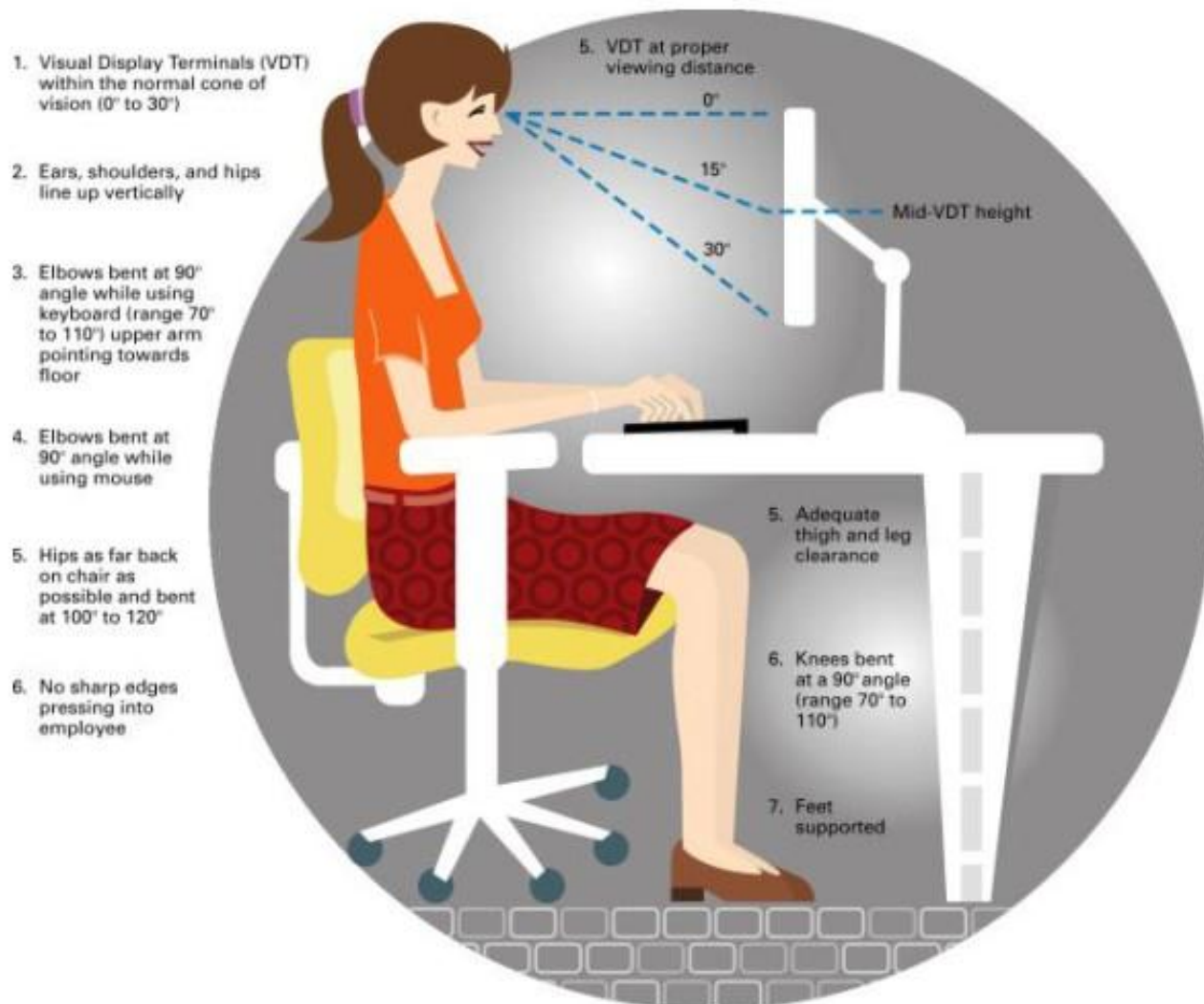
You must always keep in the forefront of your mind some sort of goal you want to achieve. Please take the following to heart; these points are CRITICAL.

- **No mistakes.** Always be sure and in control. Follow the principle of 100% correct practice: to make a mistake is to learn incorrect things, and to confuse that which you already know.
- **Slower is faster.** Speed comes from certainty. The more you type things correctly, no matter how slow it has to be, the more certain you will be, and the faster you will become a proficient typist. Increase speed only when you feel sure enough to do so.
- **Don't look at the keyboard!** If you don't know where a key is, look at the keyboard to find it, then look away and type the key. Do not guess; always be sure.
- **Relax.** No unnecessary or dysfunctional tension!
- **Hit the keys squarely in the center.** If you find you aren't consistently doing so, SLOW DOWN!!!

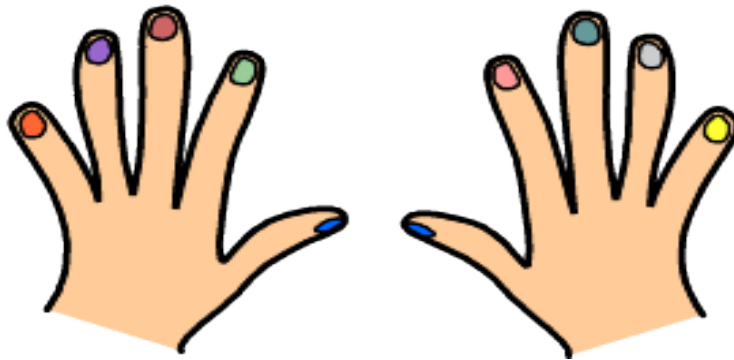
Typing Ergonomics

Here are some of the key things to keep in mind with respect to typing posture and hand position:

- Keep the backs of your hands parallel to the keyboard.
- Have your arms oriented so that you are able to keep your index, middle and ring fingers on their home keys, and have both pinky fingers reach the shift keys without bending your wrist sideways.
- Sit up as straight as possible (within reason!).
- Have the top of the monitor at eye level.
- Hands should be slightly lower than elbows (keeps the blood flowing to the hands!).
- Keep your wrists straight, so that the tendons in your wrist are unencumbered through the carpal tunnel.
- Take frequent breaks! Exercise your fingers and wrists, or put your head down.



Which Fingers Go Where



- Each finger rests on a particular key in the home row of the keyboard when not typing, in order to keep "grounded" and oriented at all times. The home keys (ASDF JKL;) are outlined in yellow on the above diagram. The thumbs remain in the air, or very gently in contact with the keys below.
- Each finger is responsible for a vertical column of keys, which you can think of as a "home column". The column is not straight up and down, but rather slopes up to the left.
- Both index fingers are responsible for an additional column, the one next to their home columns towards the middle of the keyboard.
- The thumbs are used for the space bar, and depending on the shape of your keyboard can also be used for the "command" (Apple computers) or "Windows" (PCs) key.
- The left-hand pinky is also responsible for all the keys to the left of its home column, including the left shift key, caps lock, tab, tilde, escape and others.
- The right-hand pinky is a real workhorse, covering everything to the right of its home column. Take a look - there's a lot of stuff there!

HOW TO LEARN A NEW KEY

- Look at the new key and its location on the keyboard.
- Look at the finger that you need to be using
- Watch yourself reach the key with proper fingering
- Know don't look at your fingers and do the reach by memory
- Start to actually keyboard – SLOWLY! It is not a race!
- Use the cover and practice the hardest line
- Change programs and Open ATRT
- Practice using the Learning Lab and then Practice Pavilion with no cover but not looking at your hands
- Practice using Skill Building with a cover.

Keyboarding is the development of the ability to input data by touch using the alphabetic and numeric keys on a computer keyboard.

Touch Method of keyboarding involves striking the correct key with the correct finger without looking at the keyboard.

Success in Keyboarding

- Come to every class on time and be ready to work.
- Getting behind is the foremost reason that students are not successful.
- Get help from me as soon as you begin having trouble.

KEYBOARDING BASICS

Criteria	4 Consistently meets and at times exceeds	3 Meets most of the time	2 Meets some of the time	1 Continued practice needed
Demonstrates correct posture an position at the keyboard				
Learns the "Home Row" (ASDFJKL;) Space Bar, and Enter keys				
Demonstrates correct touch-system techniques for alphabetic keys.				
Learns the H,E and O.				
Learns the M,R and I.				
Learns the T, N and C.				
Learns the V, Right Shift and period keys and spacing with the period.				
Determines speed in GWAM				
Learns the W, Comma, G keys and spacing a with a comma				
Improves speed and accuracy				
Strengthens reaches to third, home and bottom rows.				
Learns the B, U, and Left Shift keys.				
Learns the Q and / keys.				
Improves keyboarding skills.				
Learns the apostrophe and the quotation mark.				
Learns the P and X.				
Learns the Y and Tab.				
Learns the Z and colon				
Keys GWAM 25 NWAM 23 or better.				
Learns the ? key.				
Uses the Caps Lock key for all cap letters.				
Demonstrates the ability to compose at the keyboard.				
Learns the hyphen and underscore keys.				
Keys GWAM 25 or better.				
Uses correct spacing before and after punctuation				
Keys 25 GWAM				
	YOUR SCORE		TOTAL POSSIBLE SCORE 104	

First name _____ Last Name _____

KEYBOARDING TIMING RECORD SHEET

	DATE	PAGE	MINUTES	GWPM	ERRORS	NWPM
1			1 3 5			
2			1 3 5			
3			1 3 5			
4			1 3 5			
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	DATE	PAGE	MINUTES	GWPM	ERRORS	NWPM
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	DATE	PAGE	MINUTES	GWPM	ERRORS	NWPM
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	DATE	PAGE	MINUTES	GWPM	ERRORS	NWPM
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**GWAM (Gross Words A Minute) is the measure of how many words (5 CHARACTERS) you can type within a timed minute (60 seconds).

**NWAM (Net Words A Minute) are the number of words you can type within a timed minute subtracting (1) point off each error you make.

Mrs. Bachart's Checklist for Technique, Accuracy and Speed (1).

NAME: _____ DATE: _____ CHECK# _____

Topic	Needs Work	About Right	Great Job
<u>Keystroke Patterns</u>			
Strikes keys with quick motion.	[]	[]	[]
Types with a steady, even rhythm.	[]	[]	[]
Strikes Enter key without looking.	[]	[]	[]
Keeps fingers on home row keys.	[]	[]	[]
Strives for accuracy.	[]	[]	[]
 <u>Posture</u>			
Sits straight.	[]	[]	[]
Feet flat on floor.	[]	[]	[]
Wrists up.	[]	[]	[]
Elbows in.	[]	[]	[]
 <u>Attitude</u>			
Follows directions.	[]	[]	[]
Completes exercises on time.	[]	[]	[]
Is prepared for class.	[]	[]	[]
Has work well organized.	[]	[]	[]
Has a good attitude.	[]	[]	[]

NOTES:

Mrs. Bachart's Checklist for Technique, Accuracy and Speed (2).

NAME: _____ DATE: _____ CHECK# _____

Topic	Needs Work	About Right	Great Job
<u>Keystroke Patterns</u>			
Strikes keys with quick motion.	[]	[]	[]
Types with a steady, even rhythm.	[]	[]	[]
Strikes Enter key without looking.	[]	[]	[]
Keeps fingers on home row keys.	[]	[]	[]
Strives for accuracy.	[]	[]	[]
 <u>Posture</u>			
Sits straight.	[]	[]	[]
Feet flat on floor.	[]	[]	[]
Wrists up.	[]	[]	[]
Elbows in.	[]	[]	[]
 <u>Attitude</u>			
Follows directions.	[]	[]	[]
Completes exercises on time.	[]	[]	[]
Is prepared for class.	[]	[]	[]
Has work well organized.	[]	[]	[]
Has a good attitude.	[]	[]	[]

NOTES:

Mrs. Bachart's Checklist for Technique, Accuracy and Speed (3).

NAME: _____ DATE: _____ CHECK# _____

Topic	Needs Work	About Right	Great Job
<u>Keystroke Patterns</u>			
Strikes keys with quick motion.	[]	[]	[]
Types with a steady, even rhythm.	[]	[]	[]
Strikes Enter key without looking.	[]	[]	[]
Keeps fingers on home row keys.	[]	[]	[]
Strives for accuracy.	[]	[]	[]
 <u>Posture</u>			
Sits straight.	[]	[]	[]
Feet flat on floor.	[]	[]	[]
Wrists up.	[]	[]	[]
Elbows in.	[]	[]	[]
 <u>Attitude</u>			
Follows directions.	[]	[]	[]
Completes exercises on time.	[]	[]	[]
Is prepared for class.	[]	[]	[]
Has work well organized.	[]	[]	[]
Has a good attitude.	[]	[]	[]

NOTES:

ALL THE RIGHT TYPE TOUR



Learning Lab teaches proper posture and hand position. Then each new key is taught with its correct finger reach without worrying about speed



Practice Pavilion has the same drill material as Learning Lab, but with a speed goal



Skill Building is where you work on your skills with a series of graduated drills containing words, sentences and a short paragraph



Testing Center is where you take tests after every third lesson.



Word Processing Plaza links you to word pad. However, we will rarely use this.



Records Library is where you may view and print the results of your work with the skill builders and tests at any time.

First name _____ Last Name _____

ALL THE RIGHT TYPE TIMING RECORD SHEET

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