School of Business and Leadership
KEY 100
Keyboarding
Term: Fall 2022 & Winter 2023
Number of Credits: 2

Course Outline

INSTRUCTOR: Jennifer Moorlag, M.Ed., MPA.

OFFICE HOURS: By appointment

OFFICE LOCATION: N/A

CLASSROOM: Online

E-MAIL: jmoorlag@yukonu.ca

TIME: Asynchronous

TELEPHONE: please email for phone number

DATES: September 19, 2022 – April 7, 2023

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.

COURSE REQUIREMENTS

Prerequisite(s): 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

Receiving institutions determine course transferability. Find further information at:
https://www.yukonu.ca/admissions/transfer-credit

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

Weekly breakdown of instructional hours

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 2022 and in April 2023. Please see the course syllabus for more detail.

Delivery format

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

As a suggestion, you may want to consider spending at least 20 minutes per day practicing and skill building.

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.

COURSE WITHDRAWAL INFORMATION

Refer to the YukonU website for important dates.

TEXTBOOKS & LEARNING MATERIALS

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

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 INTEGRITY

Students are expected to contribute toward a positive and supportive environment and are required to conduct themselves in a responsible manner. Academic misconduct includes all forms of academic dishonesty such as cheating, plagiarism, fabrication, fraud, deceit, using the work of others without their permission, aiding other students in committing academic offences, misrepresenting academic assignments prepared by others as one's own, or any other forms of academic dishonesty including falsification of any information on any Yukon University document.

Please refer to Academic Regulations & Procedures for further details about academic standing and student rights and responsibilities.

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 by contacting the Learning Assistance Centre (LAC): LearningAssistanceCentre@yukonu.ca.

TOPIC OUTLINE

Keyboarding 100 (KEY 100) is unique in your Office Administration suite of courses. It's the only course where **you** decide how often you need to complete the exercises to reach your goal of 35 words per minute (wpm).

The *minimum* speed to pass KEY 100 is 25 wpm, but most administrative jobs require a higher speed than that. I encourage you to aim for *at least* 35 words per minute.

Fall 2022 Semester: One possible pathway

If you work more slowly, don't worry. Simply work to improve from your own individual starting point.

Week	Tutorial activity	Suggested Completion (feel free to complete more!)
Sept 19	Unofficial timing	Keyboard Basics 1 bronze
Sept 26		Keyboard Basics 2 bronze
Oct 3	Unofficial timing	Keyboard Basics 3 bronze
Oct 10	Contest!	Capital Letters 1
Oct 17	Unofficial timing	Keyboard Basics 4 bronze
Oct 24		Punctuation
Oct 31	Unofficial timing	Keyboard Basics 5 bronze
Nov 7	Contest!	Keyboard Basics 1 silver
Nov 14	Unofficial timing	Keyboard Basics 2 silver
Nov 21		Punctuation
Official timing: Nov 29 – Dec 1 (results count as Final Grade for Fall semester)		

Meaning of Results of December 1 Official Timing: If you can type 50 wpm, you are **done** with KEY 100! If you are working at a slower speed, you will continue KEY 100 during the Winter 2023 semester.

Winter 2023 Semester: One possible pathway

If you work more slowly, don't worry. Simply work to improve from your own individual starting point.

Week	Tutorial activity	Suggested Completion (feel free to complete more!)
Jan 9	Unofficial timing	Keyboard Basics 2 silver
Jan 16		Number Row
Jan 23	Unofficial timing	Keyboard Basics 3 silver
Jan 30	Contest!	Keyboard Basics 4 silver
Feb 6	Unofficial timing	Capital Letters 2
Feb 13		Keyboard Basics 5 silver
Feb 20	*Reading Week, no classes*	
Feb 27		Keyboard Basics 1 gold
Mar 6	Unofficial timing	Keyboard Basics 2 gold
Mar 13	Contest!	Number Row
Mar 20	Unofficial timing	Keyboard Basics 3 gold
Mar 27		Practice your weakest topics
Official timing: Apr 4 – Apr 7 (results count as Final Grade for Winter semester)		