

CU152
Keyboarding and Document Processing

3 Credits

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CU152 Version: 2



Keyboarding and Document Processing

Calendar Description

This course combines keyboarding and document processing. In the keyboarding portion, the student gains mastery of the computer keyboard, learns proper keyboarding techniques, and keys letters, memos, tables, reports, and business forms. Increasing emphasis is placed on developing speed and accuracy. This hands-on course is designed to introduce Administrative Professional students to word processing concepts and the production of routine business communications.

Rationale

This is a required course for the Administrative Professional program. In keeping with the demands and practices of today's office, this course provides the necessary background for the preparation of office style documents. To successfully compete in today's job market, office workers must be proficient in word processing.

Prerequisites

None

Co-Requisites

None

Course Learning Outcomes

Upon successful completion of this course, students will be able to

1. master touch-keyboarding techniques.
2. develop a critical attitude in judging their own work and take pride in work well done.
3. develop and exhibit systematic working habits-neatness, good arrangement, and thoroughness.
4. key a minimum of 30 net words per minute on a timed test of 5 minutes.
5. produce mailable business letters with envelope from unarranged copy.
6. demonstrate knowledge of production keyboarding by keying accurate production assignments.

7. apply word processing technology to complete school, work, or personal tasks efficiently and effectively.
8. prepare, edit, and print documents using word processing software.
9. use the online help system to research features and functions in order to increase efficiency in using the application.
10. compose original text and edit information using the online writing tools, reference tools, grammar checkers, and search and replace functions.
11. apply word processing features to documents, including headers and footers, styles, and newspaper columns.
12. create and format tables for efficient display.
13. enhance document design and presentation through the use of ClipArt, Charts, Diagrams and Organizational Charts, Borders and Shading, and Drawing Tools.

Resource Materials

Required Text(s):

Keyboarding Portion:

VanHuss, S. H., Forde, C. M., Woo, D., & Robertson, V. (2017). *Keyboarding course: Lessons 1-25*. Boston, MA, USA: Cengage Learning.

Word Processing Portion:

Vermaat, M. E. (2016). *Shelly cashman microsoft office 365 & word 2016 sam 365 & 2016 assessments, trainings, and... projects with 2 mindtap reader access card: Interm. S.1.*: Cengage Learning.

Reference Text(s):

None

Conduct of Course

Students should complete all assignments in order to satisfactorily complete the requirements of this course.

All graded assignments are for the purpose of teaching students to use correct formats for memos, letters, forms, tables, and reports; use particular word processing concepts; proofread their own work; take pride in work well done; and turn work in at scheduled times to develop their time management skills. Each graded assignment not completed receives a mark of 0 percent.

Some non-graded assignments are also included. It is expected that students complete these formative assignments so that they develop a high level of competence.

Evaluation Procedures

Keyboarding and Word Processing

Since assignments are completed on computers, a high degree of accuracy is expected.

Each graded assignment not submitted or submitted late receives an automatic 0 percent.

Keyboarding Portion:

Production Work (Lessons 1-25) complete 100% of the training in Sam.cengage.com to achieve a pass	pass or fail
Mid-point Timing test	30%
Final Timing Test	<u>70%</u>
Total for Keyboarding	100%

Word Processing Portion:

Graded Chapter Assignments	55%
Graded Performance Assessments (Assignments)	30%
Final Exam	<u>15%</u>
Total for Word Processing	100%

The Keyboarding and Word Processing portions of this course are weighted with a 10/90 split: Keyboarding is worth 10% and Word Processing is 90% of the final grade for this course. Students must pass both the Keyboarding and Word portions in order to pass this course.

Grade Equivalents and Course Pass Requirements

A minimum grade of D (50%) (1.00) is required to pass this course.

Letter	F	D	D+	C-	C	C+	B-	B	B+	A-	A	A+
Percent Range	0-49	50-52	53-56	57-59	60-64	65-69	70-74	75-79	80-84	85-89	90-94	95-100
Points	0.00	1.00	1.30	1.70	2.00	2.30	2.70	3.00	3.30	3.70	4.00	4.00

Students must maintain a cumulative grade of C (GPA - Grade Point Average of 2.00) in order to qualify to graduate.

Attendance

Regular attendance is essential for success in any course. Absence for any reason does not relieve a student of the responsibility of completing course work and assignments to the satisfaction of the instructor. Poor attendance may result in the termination of a student from a course(s).

If you do not meet the established attendance requirements, your instructor will recommend that the Registrar withdraw you from the course. A failing grade of RW (Required to Withdraw) will appear on your transcript.

In cases of repeated absences due to illness, the student may be requested to submit a medical certificate.

Instructors have the authority to require attendance at classes.

Course Units/Topics

Keyboarding Portion:	
Teaching/Learning/Evaluation Content	
Module 1:	
Alphabetic Keys and Skill Builder 1	
Home Row, Space Bar, Enter, I; Review; 1R Review	
E and N	
Left Shift, H, T, Period	
R, Right Shift, C, O; 5R Review	
W, Comma, B, P, G, Question Mark,	
X, U; 8R, Q, M, V, Apostrophe; 9R	
Z, Y, Quotation Mark, Tab	
Module 2:	
2 and 7	
Figure and Symbol Keys	
1 and 8	
5 and 0	
4 and 9	
3 and 6, 18R	

\$ and - (hyphen)

and /

% and !

(and), Backspace Key

& and : (colon), Proofreaders' Marks

Other Symbols; 4R, Drills 1–7; Writings 1–7

Drills 8–10; Writings 8–22

Word Processing Portion:

Description	Lesson Plan	
Module 1	Microsoft Word 2016	Creating, Formatting, and Editing a Word Document with a Picture
Module 2	Microsoft Word 2016	Creating a Research Paper with References and Sources
Module 3	Microsoft Word 2016	Creating a Business Letter with a Letterhead and Table
Module 4	Microsoft Word 2016	Creating a Document with a Title Page, Lists, Tables, and a Watermark
Module 5	Microsoft Word 2016	Using a Template to create a Resume and Sharing a Finished Document
Module 6	Microsoft Word 2016	Generating Form Letters, Mailing Labels, and a Directory
Module 7	Microsoft Word 2016	Creating a Newsletter with a Pull-Quote and Graphics
Module 8	Microsoft Word 2016	Using Document Collaboration, Integration, and Charting Tools
Module 9	Microsoft Word 2016	Creating a Reference Document with a Table of Contents and an Index
Module 10	Microsoft Word 2016	Creating a Template for an Online Form
Module 11	Microsoft Word 2016	Enhancing an Online Form and Using Macros



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