



School of Business and Leadership
KEY 100
Keyboarding
Term: Fall 2023 & Winter 2024
Number of Credits: 2

Course Outline

INSTRUCTOR: Alissa Hosein-Jacob
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PHONE: 668-8777
OFFICE LOCATION: A2410 (Ayamdigut)
OFFICE HOURS: By appointment
CLASSROOM: Online (asynchronous)
TIME: Online (asynchronous)
DATES: September 18, 2023 to April 5, 2024

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 2023 and in April 2024. 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

Yukon University is committed to providing a positive, supportive, and barrier-free academic environment for all its students. Students experiencing barriers to full participation due to a visible or hidden disability (including hearing, vision, mobility, learning disability, mental health, chronic or temporary medical condition), should contact [Accessibility Services](#) for resources or to arrange academic accommodations: access@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 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!)
Sept 18	Unofficial timing	Keyboard Basics 1: bronze
Sept 25		Keyboard Basics 2: bronze
Oct 2	Unofficial timing	Keyboard Basics 3: bronze
Oct 9	Contest!	Keyboard Basics 4: bronze
Oct 16	Unofficial timing	Keyboard Basics 5: bronze
Oct 23		Punctuation: bronze
Oct 30	Unofficial timing	Keyboard Basics 2: improve to silver
Nov 6	Contest!	Keyboard Basics 3: improve to silver
Nov 13	Unofficial timing	Practice timed writings
Nov 20		Practice timed writings
Official timing: Nov 28 – Nov 30 (results count as Final Grade for Fall semester)		

Meaning of Results of November 30 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 2024 semester.

Winter 2024 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 8	Unofficial timing	Keyboard Basics 4: improve to silver
Jan 15		Keyboard Basics 5: improve to silver
Jan 22	Unofficial timing	Number Row: bronze (first 4 lessons only)
Jan 29	Contest!	Number Row: bronze (all remaining lessons)
Feb 5	Unofficial timing	Executive Terminology: bronze
Feb 12		Single Hand: bronze (first 4 lessons)
Feb 19	<i>Reading Week, no classes</i>	
Feb 26		Single Hand: bronze (all remaining lessons)
Mar 4	Unofficial timing	Speed Builders: bronze (first 5 lessons)
Mar 11	Contest!	Speed Builders: bronze (all remaining lessons)
Mar 18	Unofficial timing	Practice timed writings
Mar 25		Practice your weakest topics
Official timing: Apr 2 – Apr 5 (results count as Final Grade for Winter semester)		