

Sault College of Applied Arts and Technology sault ste. marie

Course Outline

BASIC TYPEWRITING
. SPR-101

revised

September 1978

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BASIC TYPEWRITING SPR-101

TEXT: Business Applications in Typewriting -
Farmer/Graham/Jenkins, Gage Publishing:
Agincourt, Ontario.

TERMINAL OBJECTIVES:

Upon completion of the Basic Typewriting course, you will be able to:

- (a) operate by sight the alphabetic keyboard" at a minimum of 40 gross words per minute with a maximum of 3 errors on a 5 minute timed writing
- (b) operate by sight the non-alphabetic keyboard (figures and symbols)
- (c) understand the principles of and be able to type horizontal and vertical centering exercises of average difficulty
- (d) understand the principles of and be able to type tables (tabulation) of average difficulty
- (e) understand the principles of and be able to type outlines, reports and manuscripts with footnotes and bibliography
- (f) understand the principles of and be able to type a variety of business letters and memos with carbon copy and envelope including cc notations

EVALUATION:

You will be assigned typewriting drills weekly for speed and accuracy development and will be given timed writings periodically to assess you typing speed.

Upon completion of each objective in this course you will be given an appropriate test by the instructor.

All production (any typing other than five minut timed writings and drills) must be 100\$ accurate in form and set-up.

BASIC TYPEWRITING SPR-101

GENERAL INFORMATION

PAGE TWO _____

Evaluation Continued: Each objective will be evaluated according to correctness with a mark of A, B, C or Incomplete.

A student may try a test twice. If the student does not complete the second test satisfactorily, the complete objective must be repeated before the test may be attempted for the third and final time.

ESTIMATED TIME
TO ACHIEVE:

Approximately 100 hours (11+ weeks)

SUPPLIES: typing paper
yellow second/file copy paper (newsprint)
correction devices (erasure, liquid paper)
carbon paper

OBJECTIVE ONE

OBJECTIVE:

You will learn –

- (a) the names and functions of the major parts of the electric typewriter
- (b) how to clear and set line lengths (margins) and tab stops
- is!** how to operate the shift key and shift lock
- how to type, from sight, the alphabetic keyboard and develop confidence in locating
- (e) keys, typing words and sentences
- how to operate the non-alphabetic keyboard (symbols and numerals)

LEARNING EXPERIENCE:

1. Automated Instruction Inc. films 1-12.
2. Business Applications in Typewriting – Exercises 1.2 to 1.31 inclusive.

EVALUATION:

You will be tested on identifying the 10 major parts of the electric typewriter.

You will be able to type a minimum of 8 words per minute using the complete keyboard.

ESTIMATED TIME
TO ACHIEVE:

7.5 hours

OBJECTIVE TWO

OBJECTIVE:

You will -

- (a) develop speed and accuracy will typing the alphabetic and non-alphabetic keyboard
- (b) learn and apply the principles of variable spacing, centering and spread centering copy
- (c) learn how to correct errors using the various correction devices
- (d) learn how to type on lined paper

LEARNING EXPERIENCE:

Text ITA 9, 10, 11, 16, 19

Exercises IV.2 to IV.7 inclusive

IV.12

IV.17

IV.21

IV.27

IV.29

IV.35

III.12 to III.22 inclusive

EVALUATION:

You will be tested to ensure that you are able to centre an exercise horizontally and vertically on a half sheet and full sheet of typing paper correctly.

ESTIMATED TIME
TO ACHIEVE:

10 hours

OBJECTIVE THREE

OBJECTIVE: You will learn and apply the principles of typing tables (tabulation) with and without subtitles. These tables will range from very easy to very difficult including ruled and boxed tables,

LEARNING EXPERIENCE: Text VII.1
VII.4
VII.9
VII.10
VII.12
VII.19, 20
VII.24, 25
VII.27
VII.30
VII.40
VII.44

EVALUATION: All tabulation of tables must be 100% accurate in form and set-up. You will be allowed 3 undetectable corrections per exercise.

You will be tested upon completion of the objective and will be expected to be able to type a table with subtitles that is ruled and one that is boxed.

You will be allowed one hour to complete the test.

ESTIMATED TIME
TO ACHIEVE: 15 hours

OBJECTIVE FOUR

OBJECTIVE: You will learn and apply the principles of typing inter-office memorandums using carbon copy.

LEARNING EXPERIENCE: Text — VIII.4
VIII.5
VIII.10 to 12 inclusive

EVALUATION: All memos must be 100% accurate in form and set-up. You will be allowed 3 undetectable corrections per memo.

Upon completion you will be expected to type two memos within one-half hour.

ESTIMATED TIME TO ACHIEVE: 3 hours