

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: TYPING
Code No.: TYP 110
Program: SECRETARIAL
Semester: ONE
Date: JUNE 1984
Author: T. PRENTICE

New:

Revision;

APPROVED;


Chairperson

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Date

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TEXTBOOK(S); Typewriting for Colleges, Canadian Edition (Gregg)
Workbook II for above text.

SUPPLIES: Typing paper - Bond and onion skin paper
Carbon paper
Correcting material (eraser, taperase, or correcting fluid)
Eight manilla file folders (letter size)

WEEK 1: Lessons 76 - 80

- Pre-tests - Parts 3 & 4
- Drills
- Timed Writings

WEEK 2: Lessons 81 - 85

- Drills - 31C, D, E and 82B
- Production - Read 82/830
- Type letters 28 - 36 inclusive

WEEK 3; Lessons 86 - 90

- Drills - 86A, B and C
- Production - Read 86/870
- Type letters 37 - 40
- Type tables 14 - 20

WEEK 4: Lessons 91 - 95

- Drills - 92A & C
- Production - Read 92/93D
- Type tables 21 - 25
- Manuscripts 19 4 20

WEEK 5: Lessons 96 - 100

- Drills - 96A, B & C
- Production - Manuscripts 23 25
- Letter 41
- Table 25
- Manuscript 27

TEST ON PART 4

WEEK 6: Lessons 101 - 105

- Drills - 101A, B 4 D, 105C
- Production - Manuscript pages 158 & 151
- Tests as assigned

WEEK 14; Lesson 141 - 145

- Drills 140A & B, 144C
- Production - Tables 36 - 39
- Letter 69
- Table 40
- Manuscripts 42 & 44
- Form 55

WEEK 15; Lessons 146 - 150

- Drills - 146A, B & C, 148C
- Production - Manuscripts 45, 47 & 49
- Tables 41 to 43
- Letter 70

WEEK 16; **TEST ON PART 6**

Work as assigned