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SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

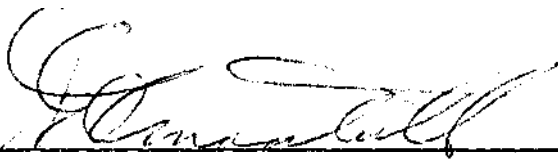
COURSE OUTLINE

Course Title: TYPING
Code No.: TYP 120
Program: SECRETARIAL
Semester: TWO
Date: JUNE 1983
Author: T. PRENTICE

New:

Revision:

APPROVED:


y Chairperson

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Date

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CALENDAR DESCRIPTION

Typing	TYP 120-
Course Name	Course Number

PREREQUISITE: - Successful completion of TYP 110.

TIME: - 5 fifty-minute periods per week.

PHILOSOPHY/GOALS:

The student will demonstrate the ability to handle the following applications of business typing: the correct procedure for typing metric units, incorporation of carbon copies (cc) and blind carbon copies (bcc) into various letter styles, filling in different types of business forms, typing different styles of tabulation, and manuscripts; to incorporate all of the above into five projects; to attain a typing speed of 50 wpm with an accuracy level of 98% in a five minute timing (this must be achieved on two separate occasions).

Unless assigned otherwise, all work must be done in regular class time. Daily work will be put in student's file at the end of each period.

METHOD OF ASSESSMENT (GRADING METHOD):

The following marking scheme will be used on tests or any daily work that is marked:

Major Error: deduct 3 marks (margins, line length, spacing, form, etc.)
Minor Error: deduct 2 marks (aligning, centering, indenting, and similar technicalities)
Proof Reading: deduct 5 marks

Pre-Tests: At the discretion of the instructor, a student may pre-test out of a section if the student receives a grade of 85% or better on a given test or project.

Evaluation: Mid term mark will be based on first test.

Final mark will be based on the following:

TESTS	70%	A	85% - 100%
PROJECTS	20%	B	70% - 84%
CLASS WORK	10%	C	60% - 69%

If student has not reached required speed, ten marks will be deducted from final mark.

- TEXTBOOK(S) Typewriting for Colleges, Canadian Edition (Gregg)
Workbook III (for above text)
- SUPPLIES: Typing paper - bond and onion skin paper
Carbon paper
Correcting material (eraser, taperase or correcting fluid)
Eight manilla file folders [8H x 11)
- WEEK 1: Lessons 151 - 156

 - Tables 45 - 49
 - Manuscript - page 239
 - Speed & Accuracy Drills
- WEEK 2: Lessons 157 - 160

 - Manuscript - page 243
 - Letters 73 to 75
 - Manuscript - page 246
 - Letters 76 to 79
 - Speed & Accuracy Drills
- WEEK 3: Lessons 161 - 164

 - Letters 80 to 82
 - 163C as a manuscript
 - Forms 57 to 60
 - Speed & Accuracy Drills
- WEEK 4: Lessons 165 - 166

 - 165C as a manuscript
 - Forms 57 to 61
 - Forms 62 to 66 for first eleven names on form 61
 - Speed & Accuracy Drills
- WEEK 5: Lessons 167 - 170

 - Forms 67 & 68
 - Letter 83
 - Correspondence Manual beginning on page 259
- WEEK 6: Lessons 171 - 175

 - Review information on footnotes given on pages 115, 116 & 120
 - Complete Correspondence manual - page 265

TEST ON PART 7
- WEEK 7: Lessons 182 - 185

 - Read directions carefully at top of page 283
 - Letters 92, 93 & 94
 - 184C as a manuscript
 - Letters 90 to 94

- WEEK 8: Lessons 186 - 189
- 186C as a manuscript
 - Letters 95 & 96
 - Forms 72 & 73
- WEEK 9: Lessons 190 - 193
- 190C as a manuscript
 - Tables 60 & 66
 - Tables & Letters - page 297
- WEEK 10: Lessons 194 - 199
- Manuscript 65, 68, 69 & 71
- WEEK 11: Lessons 200 - 208
- PROJECT A
- TEST ON PART 8
- WEEK 12, 13 & 14: Lessons 209 - 218
- PROJECT B, C & E
 - Speed and Accuracy Drills each week
- WEEK 15: - PROJECT F
- Speed & Accuracy Drills
- WEEK 16: - Letter Test
- Forms Test
 - Tables Test
 - Report Test
 - Speed and Accuracy Drills
- WEEK 17: - Work as assigned