

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

T. PRENTICE

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CALENDAR DESCRIPTION

<u>Typing (Semester 1)</u>	<u>TYP IIP</u>
Course Name	Course Number

PHILOSOPHY/GOALS:

Those students who have not previously taken typing will learn the typewriter keyboard. All students will build up their speed and accuracy by the use of drills and/or tapes to enable them to type at 25 wpm with an accuracy level of 98% on a five minute timing. This must be achieved on three separate occasions. Students will become proficient in all forms of office typing; correspondence, business forms, tabulation, manuscripts, etc. Students will also become proficient in typing letters from uncapitalized, unpunctuated, unarranged and unparagraphed copy. Beginning typists will be assigned work over and above the Course Outline. Speed and accuracy drills, as required, will be assigned throughout the semester.

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):

Timed writings and tests will be given throughout the semester at the teacher's discretion.

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

Textbook Tests	55%
Assigned Tests	20%
Class Work	10%
Typing Speed	<b>5%</b>

deducted to any delayed test

A	85% - 100%
B	70% - 84%
C	60% - 69%
R	0% - 59%

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)  
Poor Corrections: *H* mark  
Proofreading: Deduct 5 marks

TIME: Five periods per week.

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 - 81C, D, E and 828
- 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 92/930
- Type tables 21 - 25
- Manuscripts 19 & 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 & D, 105C
- Production - Manuscript pages 158 & 151
- Tests as assigned

- WEEK 7: Lessons 106 - 110
- Drills 106A, C & E
  - Production - Manuscript 29 (see 107/108C)
  - Letters 44 - 47
  - Manuscript 30
  - Letters 48, 49, 49A & 50
- WEEK 8: Lessons 111 - 115
- Drills - 111A, 113A, B & C
  - Production - Letter 53
  - Letters 51 & 52
  - Forms 20 to 31
- WEEK 9: Lessons 116 - 120
- Drills 115A, 117A & B
  - Production - Manuscript 31
  - Forms 42 to 48
  - Manuscripts 32 to 36
- WEEK 10: Lessons 121 - 125
- Drills - 121A & B
  - Production - Manuscripts 38, 39 & 40
  - Letter 54
- TEST ON PART 5
- WEEK 11: Lessons 126 - 130
- Drills - 126A, B & G
  - Production - Read and type Pages 194 and 197
  - Type manuscript page 195
  - Tests as assigned
- WEEK 12: Lessons 131 - 135
- Drills - 132A, B & C
  - Production - Tables 28 & 29
  - Letters 55 - 58
  - Read 134/135D
  - Type letters 59 to 63
- WEEK 13: Lessons 136 - 140
- Drills 136A, B & C
  - Production - Read 136C & D
  - Learning Guide - Workbook pages 259 & 250
  - Letters 64, 65, & 68
  - Tables 28, 30, 31, 32 A 34

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 5

Work as assigned