

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO

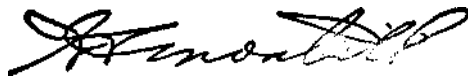
COURSE OUTLINE

Course Outline: TYPING
Code No.: TYP 110
Program: SECRETARIAL
Semester: ONE
Date: SEPTEMBER, 1985
Author: M. SIMPSON/ J. MOORE

New: X

Revision;

APPROVED:



Chairperson

Date

Typing (Semesters I & II)
Course Name

TYP 110 • : " ^
Course Numbers

NOTE: TYPING 110 IS A PRE-REQUISITE FOR TYPING 120

GENERAL OBJECTIVES:

- those students who have not previously taken typing will learn the typewriter keyboard and will be required to do extra assignments in order to achieve the course objectives.
- students will build up their- speed and accuracy by the use of assigned drills and/or tapes to enable them to type at a minimum speed of 25 gross words per minute at the end of Semester I and a minimum of 45 gross words per minute at the end of Semester II. This must be accomplished with an accuracy level of 98% on five-minute timed writings and must be achieved on three separate occasions in each of the two semesters under instructor's supervision.
- students will become proficient in all forms of office typing - correspondence, business forms, tabulation, manuscripts. This includes the use of carbon copies and blind carbon copies.

METHOD OF ASSESSMENT (GRADING METHOD):

Timed writings and tests will be given throughout the two semesters at the discretion of the teacher.

Evaluation	*Random textbook tests	50%
	Composite tests (.3 per semester)	45%
	Timed writings	5%

*Student will receive a zero for any random test missed. These tests are not announced. In calculating the semester mark, the student's two lowest grades in the random tests will not constitute part of the grade.

100% completion of Progress Checks (regular classroom work) is expected with an "S" (Satisfactory) grade. Progress Checks which are not submitted by the due date will result in a loss of 10 marks for each occurrence from the total semester mark, unless the instructor is aware of a valid reason prior to submission date. All work that is graded "U" (Unsatisfactory) must be redone within one week of being returned or be subject to the late penalty as stipulated above.

METHOD OF ASSESSMENT (GRADING METHOD): Cont'd.

The highest mark that can be achieved on a delayed composite test is "C" unless the teacher approves the reason for the delay.

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

The following marking scheme will be used on graded work

Major Error:	Deduct 3 marks (margins, line length, spacing, form, etc.)
Minor Error:	Deduct 2 marks (aligning, centering, indenting, and similar technicalities)
Poor Corrections	1/2 mark - 2 marks
Proofreading:	Deduct 5 marks

SPECIFIC OBJECTIVES, cont'd.

15. Student will type boxed tables and format poetry.
16. Student will perform Progress Check KF15.
17. Student will review homonyms and will format full-block letters with open punctuation. The student will also produce personal business letters.
18. Student will learn procedure for enclosure notations, produce envelopes and further develop skill in producing full-block business letters.
19. Student will learn how to reinsert paper into machine for correction purposes and will produce interoffice memos. Student will also prepare final documents from edited copy.
20. Student will learn how to use carbon packs, will format advertisements, and produce memos.
21. Student will do Progress Check KF20.
22. Student will learn correct comma usage, will format subject lines, produce simplified style business letters, boxed and ruled tables and bound documents.
23. Student will produce boxed tables and documents which are left-bound.
24. Student will type statistical material and documents.
25. Student will learn hyphen usage and will format copy notations, letters, memos, table of contents and a title page.
26. Student will do Progress Check KF25.
27. Student will learn semicolon usage, will format purchase orders, invoices, edit a memo, and produce two-column articles.
28. Student will learn colon usage and will format credit memorandum, statement of account, block style business letters, and brochures.
29. Student will learn dash usage, alignment and will format memorandum with enumerations, semi-block business letters, and bibliographies.