

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

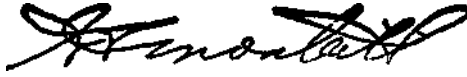
COURSE OUTLINE

Course outline: TYPING
Code No.: TYP 120
Program: SECRETARIAL
Semester: II
Date: SEPTEMBER '85
Author: M. SIMPSON/J. MOORE

New:

Revision:

APPROVED:


chairperson

B-^;?'^^
Date

TYPING 120

TYP 120

Course Name

Course Number

pre-requisite; TYPING 110

Text; Typing Two, by Louise Fleming and Avanel Scherer
Published by McGraw-Hill Ryerson Limited

Materials; Typing paper (not corrasable bond)
Newsprint (for file copies)
Onionskin Paper (for carbon copies)
Carbon paper
Correcting Material
Manilla File Folders

SPECIFIC OBJECTIVES:

1. Student will learn the various copying processes including photocopying, carbon packs, spirit and stencil duplicating, and will prepare postal cards.
2. Student will plan a job interview and will format form letters.
3. Student will produce an itinerary, memorandum, form letters, a four-column table, and work on an integrated on-the-job project.
4. Student will prepare a memorandum with enumeration, a left-bound document and a three-column table.
5. Student will perform progress Check KF45.
6. Student will prepare expense reports, business letters, unarranged table, and a report.
7. Student will format a business letter and memo which require language usage corrections, an open table, and a document.
8. Student will produce a two-page letter which requires punctuation, documents, and an advertisement.
9. Student will prepare an itinerary, bilingual table, business letter, and will learn cliches and idioms.
10. Student will perform progress Check KF50.
11. Student will prepare a two-page Notice of Meeting, and will understand business terminology.
12. Student will type announcements, documents, and two-page memos.

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13. Student will format letters with cc's and bee's and will produce bank reconciliation statements.
14. Student will learn more business terminology and will format business letters and documents.
15. Student will do progress Check KF55.
16. Student will prepare two-page letters with tabulated insert and postscript, a memo and a final document.
17. Student will edit sentences, prepare a job-opportunity form, memo, and boxed table.
18. Student will format official-style letters, a personal business letter requiring corrections, a three-page document with footnotes, a bibliography and a cover page.
19. Student will prepare a two-page bibliography and will be introduced to computer terminology.
20. Student will perform Progress Check KF60.
21. Student will format legal letters, learn legal terms in English and French, prepare a boxed table, and do production work.
22. Student will prepare a two-page legal letter and do a 10-minute production timing on an enumeration.
23. Student will learn medical terms and will format medical letters.
24. Student will do a 15-minute production timing on medical letters, type an enumeration, and prepare telephone message forms.
25. Student will perform Progress Check KF65.
26. Student will type an open table, memo, letter of inquiry and response
27. Student will format budgets and do a 10-minute production timing on an enumeration.
28. Student will prepare a table, do editing, and type a four-page report
29. Student will perform Progress Check KF70.
30. Student will prepare a five-page procedures manual, compose memos, and type a quarter-page brochure.
31. Student will type a business letter which requires corrections, do a 15-minute production on an essay and work on spelling.
32. Student will prepare invitations and RSVP's, and will do a 15-minute production timing on a report.

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33. Student will prepare brochures and form letters.
34. Student will perform Progress Check KF75.
35. Student will format an office procedures manual.
36. Student will do a 30-minute production timing on a memo, business letters and form letters.
37. Student will prepare guidelines for correspondence.
38. Student will perform progress Check KF80.