

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

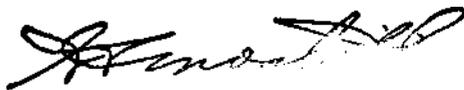
COURSE OUTLINE

Course Outline: TYPING
Code No. TYP 110
Program: OFFICE ADMINISTRATION
Semester: ONE
Date: SEPTEMBER, 1986
Author: J. MOORE

New:

Revision: X

APPROVED:



Chairperson

Date

TYPING (Semesters I & II)

Course Name

TYP 110
Course Number

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 of speed of 25 gross words per minute at the end of Semester I and a minimum of 45 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.

<u>Evaluation;</u>	8 Random textbook tests	30%
	Composite tests (3 per semester)	65%
	Timed Writings	5%

100% completion of regular classroom work is expected with an "S" (Satisfactory) grade. Work which is 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 any 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

NOTE: All assignments must be handed in on due dates as stated by instructor, unless other arrangements have been made.

TIME BREAKDOWN FOR TYPING 110 AND 120

SEMESTERS I AND II

Semester I

Week 1	KF 1 & 2	Week 9	-	KF 21 & 22
2	KF 3 & 4	10	-	KF 23 & 24
3	KF 6 & 7	11	-	KF 26 & 27
4	KF 8 & 9	12	-	KF 28 & 29
5	KF 11 & 12	13	-	KF 31 & 32
6	KF 13 & 14	14	-	KF 33 & 34
7	KF 16 & 17	15	-	KF 36 & 37
8	KF 18 & 19	16	-	KF 38 & 39

NOTE: Omit timings at the end of each KF Unit.

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

(for those students who have been pre-tested and qualify for exemption from Typing One text).

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

SPECIFIC OBJECTIVES;

1. Student will learn to touch type.
2. Student will review standardized procedures which include margin settings, vertical and horizontal centering, type sizes, parts of the typewriter, tab bar use, etc.
3. Student will do formatting of column work and block centering.
4. Student will type columns with headings that are longer and shorter than the columns.
5. Student will format outlines, a short essay, become familiar with proofreader's marks, and will do proofreading exercises.
6. Student will construct symbols not usually found on the typewriter.
7. Student will develop further skill in typing columns.
8. Student will become familiar with the use of nouns and pronouns.
9. Student will learn pivoting.
10. Student will be introduced to "misused words" (this will be done on a continuing basis).
11. Student will produce a payroll table and reports.
12. Student will type ruled tables and book reports.
13. Student will type boxed tables and format poetry.
14. Student will review homonyms and will format full-block letters with open punctuation. The student will also produce personal business letters.

15. Student will learn procedure for enclosure notations, produce envelopes and further develop skill in producing full-block business letters.
16. 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.
17. Student will learn how to use carbon packs, will format advertisements, and produce memos.
18. Student will learn correct comma usage, will format subject lines, produce simplified style business letters, boxed and ruled tables and bound documents.
19. Student will produce boxed tables and documents which are left-bound.
20. Student will type statistical material and documents.
21. Student will learn hyphen usage and will format copy notations, letters, memos, table of contents and a title page.
22. Student will learn semicolon usage, will format purchase orders, invoices, edit a memo, and produce two-column articles.
23. Student will learn colon usage and will format credit memorandum, statement of account, block style business letters, and brochures.
24. Student will learn dash usage, alignment and will format memorandum-with enumerations, semi-block business letters and bibliographies.
25. Student will learn quotation mark usage, will produce letters, documents, and will format footnotes.
26. Student will learn Apostrophe usage, will produce tabulated work (bilingual), outlines, and forms.
27. Student will produce Notice of Meeting, agenda, and minutes of a business meeting.
28. Student will format two-page letters and business letters of three different styles. Student will also type on printed forms.
29. Student will learn common abbreviation forms and will produce display material.
30. Student will do exercises dealing with agreement of subject-verb and will do job-search related typing.

TYPING 110

Semester I

31. Student will format a letter of application and resume.
32. Student will do spelling exercises using the typewriter.
33. Student will type a four-column table, a business report, and will produce a table with braced headings.