

SAULT COLLEGE OF APPLIED ARTS Se TECHNOLOGY

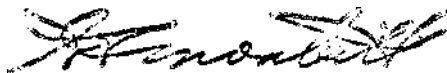
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: TYPING /
Code No.: TYP 110
Program: OFFICE ADMINISTRATION
Semester: ONE
Date: SEPTEMBER 19 9 3
Previous Outline Dated: SEPTEMBER, 1992
Author: HEATHER EDWARDS/ELSIE LALONDE

New:

Revision:



APPROVED:

Dean, Business & Hospitality

TYPING

TYP110

COURSE DURATION; Five, 50-minute periods per week.

NOTE: Typing 110 is a pre-requisite for Typing 120

PHILOSOPHY/GOALS:

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

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

<u>Evaluation:</u>	Class work	30%
	Tests (3 per semester)	55%
	Timed Writings	5%

WARNING: Academic dishonesty will result in a grade of zero(0) on the assignment or test for all parties.

100% completion of regular classroom work is expected. At the end of each module or week, all class work will be handed in. The instructor will randomly select work from the daily typing and assign a grade to it. Work which is not submitted by the due date or work handed in incomplete, will result in a loss of **10 percent of the total assigned value**, unless the instructor is aware of a valid reason prior to submission date. Late assignments will be accepted up to three days after the due date with a 10 percent penalty.

If a student is not able to write a test because of illness, or a legitimate emergency, that student must contact the instructor prior to the test and provide an explanation which is acceptable to the instructor (medical certificates or other appropriate proof may be required). In cases where the student has contacted the instructor, and where the reason is not classified as an emergency, i.e. slept in, forgot, etc., the highest achievable grade is a "C". In cases where the student has not contacted the instructor, the student will receive a mark of "0" on that test. **THERE WILL BE NO REWRITES OF TESTS.**

TYPING

TYP110

- A+ - 90% - 100%
- A - 80% - 89%
- B - 70% - 79%
- C - 60% - 69%
- R - BELOW 60%

The following marking scheme will be used on graded work:

- Proofreading and spelling -5 for each occurrence
- Formatting error (minor) -2
- Formatting error (major) -5
- All other errors (margins, spacing, etc.) -2

- Punctuation -1/2 for each occurrence
- 1/2 to -2 for incorrect word division
- 5 for a major punctuation error (e.g. ending or common proper nouns)

- Envelope Format: Author's name missing -1/2
- Capitalization of City/Province (omission of) -1/2 each
- Postal Code missing (if given or requested) -1/2

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

Any non-returnable tests which have been returned to the student for review only, must be returned at the end of the class or the student will be penalized 5 marks on the test grade received.

Each student will be required to keep a file in a designated classroom. This will facilitate the return of assignments, grades, and any messages the Office Administration faculty need to relay to the student.

Mid-Term Reporting;

- S - Satisfactory Progress
- U - Unsatisfactory Progress
- R - Repeat (objectives not met)
- NR - Grade not reported to Registrar's Office. This grade is used to facilitate transcript production when faculty, because of extenuating circumstances, find it impossible to report grades by due date.

Semester-End Reporting:

- A+ - Consistently Outstanding
- A - Outstanding Achievement
- B - Consistently Above Average Achievement
- C - Satisfactory or Acceptable Achievement
- R - Repeat - objective of course not achieved and course must be repeated

TIME BREAKDOWN FOR TYPING 110

SEMESTER I

- Week 1 - Machine Familiarization demonstration and practice Proofreading assignments. Developing Proofreading Skill, Chapter 1.
- Week 2 - Proofreading assignments. Developing Proofreading Skill, Chapters 2-5.
Speed and accuracy training
- Week 3 - Proofreading assignments. Developing Proofreading Skill, Chapters 6-9.
Speed and accuracy training
- Week 4 - Module 16 (correspondence), p. 42
Developing Proofreading Skill, Chapters 10-12.
- Week 5 - Speed and Accuracy
- Week 6 - Module 16
- Week 7 - **TEST 1 - Developing Proofreading Skill & Module 16**
- Week 8 - Module 21 (correspondence), p. 138
- Week 9 - Module 17 (reports), p. 73
- Week 10 - Module 22 (reports), p 161
- Week 11 - Module 22
- Week 12 - **TEST 2 - Modules 17, 21, and 22**
- Week 13 - Module 19 (tables), p. 110
- Week 14 - Module 23 (statistical applications), p. 194
- Week 15 - Module 24 (correspondence), p. 215.
- Week 16 - **TEST 3 - Modules 19, 23, 24**
- Week 17 - Timings

NOTE: Above schedule is subject to change

TYPING

TYP110

Text; Level 2 KEYBOARDING for the Automated Office, by
Simcoe, Gallion, Mauermeyer, Sanvardine
Published by John Wiley & Sons

Level 2 Working Papers KEYBOARDING for the Automated Office,
By Simcoe, Gallion, Mauermeyer, Sanvardine
Published by John Wiley & Sons

Developing Proofreading Skill, 2nd edition, by Camp
Published by McGraw-Hill

Note; Students who do not have basic keyboarding skills will be required to purchase College Keyboarding, 4/e Canadian Edition and accompanying datadisk, published by McGraw-Hill.

Materials: Typing Paper (not corrasable bond)
Carbon Paper (5)
Correcting Material (including corrective tape for the machine)
Manila File Folders (3)
Typing Ruler (recommended)
Handouts (in the Campus Shop)

STUDENT PERFORMANCE 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, etc.
3. Student will format personal and business letters that contain the 7 basic parts of a letter in block, modified block, and modified block with indented paragraphs letter styles.
4. Student will format letters in the Administrative Management Society (AMS) style.
5. Student will use mixed or open punctuation, as directed.
6. Student will position and display blind carbon or photocopy notations.
7. Student will position and display an attention line in letters.
8. Student will position and display a subject line (or reference notation) in letters.

9. Student will position and display a company name in the closing lines of a letter.
10. Student will position and display a postscript notation in letters and memorandums.
11. Student will use correct governmental, professional, military, and courtesy titles in inside addresses and salutations.
12. Student will format letters on Baronial and Monarch stationery.
13. Student will format letters for window envelopes.
14. Student will format letters on letterhead that is left-weighted or deep.
15. Student will format memorandums on half-sheet and half-size forms.
16. Student will fold letters for window envelopes.
17. Student will compose a letter and memorandum from information provided.
18. Student will proofread and edit copy for format errors using proofreader's marks.
19. Student will proofread and edit letters and memorandums for capitalization errors, using proofreaders' marks.
20. Student will proofread and edit letters and memorandums for punctuation errors, using proofreaders' marks.
21. Student will demonstrate the ability to format manuscripts and reports.
22. Student will format single-spaced business reports.
23. Student will format abstracts.
24. Student will format tables of contents.
25. Student will format letters of transmittal.
26. Student will format endnotes.
27. Student will format appendix identification pages.

28. Student will format 2-sided reports.
29. Student will proofread and edit a report for format errors, using proofreader's marks.
30. Student will proofread and edit a report for capitalization errors, using proofreaders' marks.
31. Student will proofread and edit a report for punctuation errors, using proofreaders' marks.
32. Student will proofread and edit a report for word usage errors, using proofreaders' marks.
33. Student will demonstrate the ability to format tables and financial statements.
34. Student will format statistical reports (financial statements) containing leaders.
35. Student will demonstrate the ability to position copy on printed business forms.
36. Student will fill in charts.