

Sault College of Applied Arts and Technology sault ste. marie

Course Outline

SPR114-8 "SS2A"

TYPING

OFFICE PROCEDURES - SS2A - Semester II

TEXT: TYPING 300, volume 2

Working Papers for Semesters III & IV for Typing 300, volume 2

GENERAL OBJECTIVES

To master the fundamentals of business practices and to develop personal qualities necessary for success in an office.

Develop good judgment and the ability to handle the following tasks:
filing, handling mail, banking, travel arrangements.

To become proficient in using duplicating equipment and dictating equipment.

To produce mailable copies of the following:

- | | |
|------------------------|-------------------|
| - business letters | - Purchase Orders |
| - inter-office memos | - requisitions |
| - tables | - formal papers |
| - financial statements | - itineraries |
| - manuscripts | - resumes |
| - justified copy | - invoices |

To type 50 wpm (minimum) within three errors on a five-minute timed writing.

GRADING

A - 85 - 100

B - 70 - 84

C - 60 - 69

I - 0 - 59

OBJECTIVE 1

OBJECTIVE: You will be able to type at a speed of not less than 25 wpm in a five-minute timed writing (within three errors.) You will review centering.

LEARNING EXPERIENCE: 1. Type drills, p. 1 & 4
2. Timed writing - pretest, p. 4
3. Drills, timed writing - post-test, p. 5
4. Centering exercises, p. 6

TIME TO ACCOMPLISH: 2 periods of 50 minutes each

OBJECTIVE 2

OBJECTIVE: You will be able to divide words correctly at line ending. You will be able to type blocked letters and envelopes, tabulated material, manuscripts, and invoices. You will maintain a typing speed of 25 wpm.

LEARNING EXPERIENCE: 1. Type drills p. 9, p. 14
2. Timed writings (minimum of 3), taken from p. 10, 18, 21, 25, 28.
3. Read and practice word division, p. 11
4. " " " envelope typing, p. 13
5. Type letters, p. 16 & 17
6. " tables, p. 19 and table #14, p. 20
7. Read manuscript rules, p. 22
8. Type manuscript (insert suitable title) - p. 80, 82, 84, 86)
9. Type Job 20-1, p. 26
10. Type Job 21-3, p. 27

TIME TO ACCOMPLISH: 20 periods of 50 min. duration each

OBJECTIVE 3 TEST

- OBJECTIVE: Given unarranged copy, you will be able to type two letters complete with envelopes; a table with headings. You will also be able to produce a one-page manuscript and an invoice. Your typing speed will be 25 wpm in a five-minute timed writing with fewer than three errors.
- LEARNING EXPERIENCE: Instructor will provide test material.
- EVALUATION:
- all typing errors in the timed writing are to be circled and the speed is to be correctly calculated.
 - proofreading errors will result in a 0 grade for that particular segment.
 - allowance of three undetectable errors per page.
- TIME TO ACCOMPLISH: 2 periods of 50 minutes each.

OBJECTIVE 4

- OBJECTIVE: You will type inter-office memos. You will produce a mailing list. You will type display material, justified copy, and two-page tables. Your typing speed will be 30 wpm. in a five-minute timed writing.
- LEARNING EXPERIENCE:
1. Type drills, p. 29
 2. Type memos, top of p. 31
 3. Type drills, p. 36, 79
 4. Type mailing list, p. 50
 5. Minimum of two timed writings from p. 69, 73
 6. Read and produce justified material, p. 81
 7. Do one of display items, p. 83
 8. Type manuscript, p. 105, 107, 109, 114, 120
 9. Type two-page table, p. 85
 10. Demonstration will be done by instructor on the various duplicating machines.
- TIME TO ACCOMPLISH: 14 periods of 50 minutes each.

OBJECTIVE 5 TEST

- OBJECTIVE: You will produce a three-page leaflet with justified lines.
- TIME TO ACCOMPLISH: 2 periods of 50 minutes each

OBJECTIVE 6

- OBJECTIVE: You will type letters with carbon copies and blind carbon copies and will produce exact copies of incoming letters. Given material you will reproduce it using the spirit duplicator and the stencil machine. You will produce mailable purchase orders, requisitions, and statements. You will learn basic rules of four filing systems. Typing speed will be sustained at 30 wpm.
- LEARNING EXPERIENCE:
1. Type drills, p. 102
 2. Type drills, p. 103, 155, 147
 3. A minimum of two timed writings must be done from p. 105, 107, or 109
 4. Read p. 108 and do project 7 (jobs 106-1 108-1, 111-1)
 5. Produce on duplicating machines, p. 210
 6. Type manuscript p. 59, 61, 63, 65
 7. Read p. 134 and type job 129-2
- TIME TO ACCOMPLISH: 14 periods at 50 minutes each

OBJECTIVE 7 TEST

OBJECTIVE: You will type a letter with a carbon copy only, and one with cc. and bcc. You will also answer correctly 10 questions on filing and duplicating machines.

LEARNING EXPERIENCE: Material will be given by instructor

TIME TO ACCOMPLISH: 2 periods at 50 minutes each

OBJECTIVE 8

OBJECTIVE: You will type letters with attention lines and subject lines. You will produce telegrams, expense accounts, and will type a "dictated" letter supplying all punctuation. You will become familiar with banking facilities. Speed will be 35 wpm.

LEARNING EXPERIENCE:

1. Type drills, p. 147 and 151
2. Type letters, p. 150
3. Type manuscript p. 117, 118, 119
4. Produce tables, p. 153
5. Prepare invoice, cheque, p. 159
6. Type telegram, p. 167
7. Prepare expense account, p. 199
8. Carry out jobs, 169-1, p. 171

TIME TO ACCOMPLISH: 15 periods of 50 minutes each

OBJECTIVE 9 TEST

OBJECTIVE: Student will type a "dictated" letter, supplying the punctuation, a boxed table, and a telegram.

LEARNING EXPERIENCE: Teacher will supply material

TIME TO ACCOMPLISH: 2 periods at 50 minutes each

OBJECTIVE 10

OBJECTIVE: You will begin training on dictating equipment. You will produce mailable itinerary, four new letter styles, and papers with footnotes.

LEARNING EXPERIENCE:

1. Type drills, p. 184, 202, 223
2. Minimum of two timed writings
3. One period per week on dictating equipment (this to be designated by instructor).
4. Itinerary, p. 194 & 195
5. Type manuscript, p. 224 & 225
6. Type letters, p. 205
7. Type footnotes, p. 226

TIME TO ACCOMPLISH: 14 periods at 50 minutes each..

OBJECTIVE 11 TEST

OBJECTIVE: Student will prepare an itinerary from unarranged material. Student will also type letters concerning travel. Student will prepare a short manuscript with footnotes.

LEARNING EXPERIENCE: Instructor will provide material.

TIME TO ACCOMPLISH: 2 periods at 50 minutes each.

OBJECTIVE 12

OBJECTIVE: You will type at a speed of 40-45 wpm. in a five-minute timed writing. You will produce legal documents.

LEARNING EXPERIENCE:

1. Type manuscript p. 227 & 228
2. Drills, p. 231
3. Type legal documents p. 229 & 237

TIME TO ACCOMPLISH: 8 periods at 50 minutes each

OBJECTIVE 13

OBJECTIVE: You will learn correct procedure for mailing.
You will type employment correspondence (letter of application and resume.)

LEARNING EXPERIENCE: 1. Type manuscript on the Employment Test,
p. 212, 213, 236, 242

2. Type manuscript on References, p. 248 & 249

3. Type manuscript on resumes, p. 251 & 252

TIME TO ACCOMPLISH: 16 periods at 50 minutes each