

SAULT COLLEGE
of Applied Arts and Technology
Sault Ste. Marie

COURSE OUTLINE

TYPEWRITING AND OFFICE

PROCEDURES

SPR 114-5

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revised

JANUARY. 1980 - Margaret Simpson

*Revised
Jan. 1981*

TEXTS: Canadian College Typing - Career Course, Ubelacker et al
Typing Power Drills, Lloyd, Rowe, Winger
Reference Manual for Secretaries & Typists, Sabin

REFERENCE: Office Procedures 2000, Westgate

MATERIALS: Typing paper (not corrasable bond)
Carbon Paper
Correcting Materials
Dictionary
Working Papers, lessons 81 - end for Canadian College
Typing text

A	=	85	-	100	Typing Speed of 50 wpm minimum, in a
B	=	70	-	84	five-minute timed writing, with three
C	r	60	-	69	or fewer errors must be achieved.
I	=	Below		60	

Students not meeting the requirements of the course by the end of Semester II will be expected to attend during the make-up period.

Daily work will be assessed as well as the following:

Test #1	25
#2	25
#3	25
#4	25
Dasmund Pr.	100
	200

NOTE:

Accuracy and speed drills to be done at the beginning of each period. Students having problems with either speed or accuracy should spend additional time before or after regular class time doing drills.

The assignments dealing with Executive Secretarial, Medical, and Legal will each be kept in a file folder as each day's work is finished; the complete assignment will be submitted for grading at time specified.

GENERAL OBJECTIVES

Students will spend three periods per week doing work which **pertains to** specialty areas (executive, legal, medical) and **two period per** week using typing text.

Students will produce a variety of letters:

two-page, simplified, legal, letters with special notations, letters with postcripts, form letters

Students will be introduced to the following duplicating procedures: spirit duplicating, stencil duplicating, thermo-fax, electronic stencil method

Students will produce tables (ruled, boxed, tables with braced headings)

Students will prepare financial statements

Students will type itineraries and travel forms, agendas, minutes

Manuscripts with footnotes will be produced

- A major project (the Dasmund Project) will be submitted by students. This is a culmination of the material contained within the text.

SPECIFIC OBJECTIVES

No. of periods

Week 1

Drills and timed writing, assignment for assessment	1
Letters, pages 213, 217, 218	1
Introduction to duplicating: stencils, spirit masters, thermo-fax, electronic stencils	1
Letters, pages 224 S 225, letters & envelopes p. 228	1
Letters with special notations, b.c.c.'s, number drills, metric typing, pages 229 & 230, letter p. 230	1

<u>Week 2</u>	<u>No. of periods</u>
Letter, p. 231, exponents and use of typewriter keys for various symbols	1
Letter, p. 234, metric typing p. 235 £236	1
Letters to be duplicated	1
<u>Test #1</u>	
Continuation with duplicating	2
 <u>Week 3</u>	
Introduction of segment of Executive Secretarial topic - Business Reports. This contains line graphs, bar graphs, pie charts	3
Data Sheet, p. 242 plus student's individual one	1
Drills, p. 244. Letter	1
 <u>Week 4</u>	
Executive Secretarial project	3
Letters, p. 248 S 249	1
Drills S timed writing	1
 <u>Week 5</u>	
Executive Secretarial project	3
Production Review, p. 250, 251	1
Test #2	1
 <u>Week 6</u>	
Executive Secretarial project to be completed no later than February 15, 1980	3
Ruled Tables, p. 261 & 265 - typing symbols, p. 264	2