

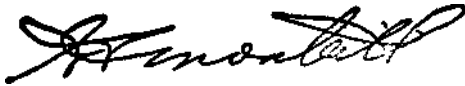
SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY  
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: TYPING  
Code No.: TYP 120  
Program: OFFICE ADMINISTRATION  
Semester: TWO  
Date: JANUARY, 1987  
Author; J. MOORE

New;

Revision: X



APPROVED:

Chairperson

Date

TYPING (Semesters I & II)

Course Name

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.

**Semester II**

Week 1 - KF 41 & 42  
2 - KF **43** & 44  
3 - KF 46 & **47**  
**4** - KF **48** & 49  
**5** - KF 51 & 52  
6 - KF 53 & 54  
7 - KF 56 & 57.  
8 - KF 58 & 59  
9 - KF 61 & 62

Week 10 - KF 63 & 64  
11 - KF 66 & 67  
12 - KF 68 & 69  
13 - KF 71 & 72  
14 - KF 73 & 74  
15 - KF 76 & 77  
16 - KF 78 & 79  
17 - Testing

**NOTE; Above schedule is subject to change**

13. Student will prepare two-page letters with tabulated insert and post-script, a memo and a final document.
14. Student will edit sentences, prepare job-opportunity form, memo and boxed table.
15. Student will format official-style letters, a personal business letter requiring corrections, a three-page document with footnotes, a bibliography and a cover page.
16. Student will prepare a two-page bibliography and will be introduced to computer terminology.
17. Student will format legal letters, learn legal terms in English and French, prepare a boxed table, and do production work.
18. Student will prepare a two-page legal letter and do a 10-minute production timing on an enumeration.
19. Student will learn medical terms and will format medical letters.
20. Student will do a 15-minute production timing on medical letters, type an enumeration, and prepare telephone message forms.
21. Student will type an open table, memo, letter of inquiry and response,
22. Student will format budgets and do a 10-minute production timing on an enumeration.
23. Student will prepare a table, do editing, and type a four-page report.
24. Student will prepare a five-page procedures manual, compose memos and type a quarter-page brochure.
- 25.. Student will type a business letter which requires corrections, do a 15-minute production on an essay and work on spelling.
26. Student will prepare invitations and RSVP's, and will do a 15-minute production timing on a report.
27. Student will prepare brochures and form letters.
28. Student will format an office procedures manual.
29. Student will do a 30-minute production timing on a memo, business letters and form letters.
30. Student will prepare guidelines for correspondence.