

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

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SEP 2 H 1992

COURSE OUTLINE

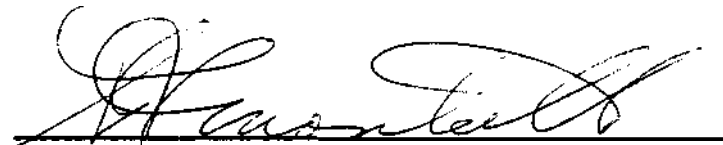
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Course Outline: TYPING
Code No. TYP 120
Program: OFFICE ADMINISTRATION
Semester: TWO
Date: JANUARY 1990
Author: JOAN MOORE

New;

Revision;

APPROVED:


Chairperson

Date

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TYPING

TYP120

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 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

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)	65%
	Timed Writings	5%

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 marks for each occurrence** from the total semester mark, unless the instructor is aware of a valid reason prior to submission date. No module will be accepted after one week from the due date.

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

TYP120

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)

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.

TIME BREAKDOWN FOR TYPING 120

SEMESTER II

Week 1 - Course Outline, Timings	Week 10 - Module 39
Week 2 - Module 30	Week 11 - Module 39 Begin 40
Week 3 - Module 31	Week 12 - Module 40
Week 4 - Module 29	Week 13 - Module 41/45
TEST 1	Week 14 - Module 41/45
Week 5 - Module 34	Week 15 - TEST 3
Week 6 - Module 34 & begin 35	
Week 7 - Module 35	
Week 8 - Module 44	
Week 9 - Module 44	
TEST 2	

NOTE: Above schedule is subject to change

TYPING

TYP120

Text; Level 3 KEYBOARDING for the Automated Office, by
Simcoe, Gallion, Mauermeyer
Published by John Wiley & Sons

Level 3 Working Papers KEYBOARDING for the Automated Office,
by Simcoe, Gallion, Mauermeyer

Materials: Typing Paper (not corrasable bond)
Newsprint (for file copies)
Onionskin Paper (for carbon copies)
Carbon Paper
Correcting Material (including corrective tape for the
machine)
Manila File Folders
Typing Ruler (recommended)

SPECIFIC OBJECTIVES:

1. Student will review and demonstrate the ability to format letters and memorandums.
2. Student will be introduced to some of the tasks performed in processing a real estate transaction and will prepare documents for a real estate agency.
3. Student will be introduced to some of the tasks performed by a corporation or agency that conducts meetings and conferences.
4. Student will format correspondence, minutes, and agendas related to planning a conference.
5. Student will be introduced to some of the tasks performed if employed by a travel agency.
6. Student will type documents related to planning and finalizing a travel tour.
7. Student will type brochure copy for printing.
8. Student will be introduced to some of the tasks performed if employed in the field of education.
9. Student will type correspondence, reports and an itinerary.
10. Student will be introduced to some of the tasks performed if employed at a hotel/conference centre.
11. Student will format agendas, manuscripts, minutes, form letters, and a 2-page memo.

12. Student will be introduced to some of the tasks performed if working for a public accounting firm.
13. Student will type on prepared forms and type financial statements.
14. Student will be introduced to some of the tasks performed if working in a Human Resources Personnel Department.
15. Student will type a job description form.
16. Student will type a list of fields for coding personnel files, prepare a form for temporary worker requests and enter personnel data files.
17. Student will be introduced to some of the tasks in the Public Relations and Employee Information Department.
18. Student will format news releases, a newsletter and a manuscript.
19. Student will be introduced to some of the tasks performed if working in the Communications Centre for the corporate headquarters of a fashion designer.
20. Student will format memorandums, open tables, boxed tables and a letter with variable information.
21. Student will format a script, a manuscript, and a sales order.
22. Student will type descriptive information on fashion sketches.
23. Student will format proposal, a table of contents and a title page.
24. Student will be introduced to some of the tasks performed if working at a Centre for Information Processing.
25. Student will format a notice of appointment.