

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: TYPING /i
Code No.: TYP 120
Program: OFFICE ADMINISTRATION
Semester: TWO
Date: JANUARY 19 94
Previous Outline Dated: JANUARY, 199 3
Author: JOAN MOORE

New: Revision: X

APPROVED: Dean, Business & Hospitality

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SAUir STE. MARIE

TYPING

TYP120

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

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

PHILOSOPHY/GOALS:

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 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.

the culmination of the typing program offers a series of projects which will combine the students' advanced skills and document formatting. Each module is a simulated office setting and the documents that students type will reflect those produced in offices today.

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%

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. No module will be accepted after three days 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

	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.)

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.

SPECIM. NOTES:

Students with special needs (eg. physical limitations, visual impairments, hearing impairments, learning disabilities) are encouraged to discuss required accommodatins confidentially with the instructor.

Your instructor reserves the right to modify the course as she deems necessary to meet the needs of students.

TIME BREAKDOWN FOR TYPING 120

SEMESTER II

Week 1 - Course Outline, Timings

Week 2 - Module 30 - Level 2 Keyboarding for the Automated Office, p.313

Week 3 - Module 31 - Level 2 Keyboarding for the Automated Office, p.327

Week 4 - Module 29 - Level 2 Keyboarding for the Automated Office, p.298

TEST 1 - Modules 29, 30, 31

Week 5 - Module 34 - Level 3 Keyboarding for the Automated Office, p. 23

Week 6 - Module 34 & begin 35

Week 7 - Module 35 - Level 3 Keyboarding for the Automated Office, p.47

Week 8 - Module 44 - Level 3 Keyboarding for the Automated Office, p.270

Week 9 - Module 44

TEST 2 - Modules 34, 35, 44

Week 10 - Module 39 - Level 3 Keyboarding for the Automated Office, p.155

Week 11 - Module 39

- Begin 40 - Level 3 Keyboarding for the Automated Office, p.178

Week 12 - Module 40

Week 13 - Module 41/45 - Level 3 Keyboarding for the Automated Office,
p.211

Week 14 - Module 41/45

Week 15 - **TEST 3 - Modules 39, 40, 41/45**

Week 16 - Timings

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)
Carbon Paper (5)
Correcting Material (including corrective tape for the
machine)
Manila File Folders (3)
Typing Ruler (recommended)
Office Administration instructional support package

STUDENT PERFORMANCE 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.