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Sault College
of Applied Arts and Technology
sault ste. marie.

Course   Outline

BASIC TYPEWRITING

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revised   September 197&

BASIC TYPEWRITING SPR-101

TEXT: Business Applications in Typewriting —
                        Farmer/Graham/Jenkins, Gage Publishing:
                        Agincourt, Ontario.

TERMINAL OBJECTIVES:

Upon completion of the Basic Typewriting
course, you will be able to:

(a) operate by sight the alphabetic keyboard
    at a minimum of 40 gross words per
    minute with a maximum of 3 errors on a
    5 minute timed writing

(b) operate by sight the non-alphabetic
    keyboard (figures and symbols)

(c) understand the principles of and be
    able to type horizontal and vertical
    centering exercises of average difficult

(d) understand the principles of and be able
    to type tables (tabulation) of
    average difficulty

(e) understand the principles of and be able
    to type outlines, reports and manuscript
    with footnotes and bibliography

(f) understand the principles of and be able
    to type a variety of business letters
    and memos with carbon copy and envelope
    including cc notations

EVALUATION: You will be assigned typewriting drills weekl
                        for speed and accuracy development and will
                        be given timed writings periodically to asses
                        you typing speed.

                        Upon completion of each objective in this
                        course you will be given an appropriate test
                        by the instructor.

                        All production (any typing other than five m:
                        timed writings and drills) must be *lOOfo*
                        accurate in form and set-up.

Evaluation Continued: Each objective will be evaluated
                          according to correctness with a mark of A,
                          B, C or Incomplete.

                          A student may try a test twice. If the
                          student does not complete the second test
                          satisfactorily, the complete objective must
                          be repeated before the test may be attempted
                          for the third and final time.

ESTIMATED TIME
TO ACHIEVE: Approximately 100 hours (14 weeks)

SUPPLIES: typing paper
            yellow second/file copy paper (newsprint)
            correction devices (erasure, liquid paper)
            carbon paper

OBJECTIVE ONE

OBJECTIVE: You will learn

    (a) the names and functions of the major parts
         of the electric typewriter

    (b) how to clear and set line lengths (margins)
         and tab stops

    (c) how to operate the shift key and shift lock

    (d) how to type, from sight, the alphabetic
         keyboard and develop confidence in locating

    (e) keys, typing words and sentences

         how to operate the non-alphabetic keyboard
         (symbols and numerals)

LEARNING EXPERIENCE: 1. Automated Instruction Inc. films 1-12.

                     2. <u>Business Applications in Typewriting</u> —

                        Exercises 1.2 to 1.31 inclusive.

EVALUATION: You will be tested on identifying the 10 major
                          parts of the electric typewriter.

                          You will be able to type a minimum of & words
                          per minute using the complete keyboard.

ESTIMATED TIME
TO ACHIEVE: 7.5 hours

OBJECTIVE TWO

OBJECTIVE: You will —

                        (a) develop speed and accuracy will typing
                             the alphabetic and non-alphabetic keybos
                        (b) learn and apply the principles of variat
                             spacing, centering and spread centering
                             copy
                        (c) learn how to correct errors using the
                             various correction devices
                        (d) learn how to type on lined paper

LEARNING EXPERIENCE: Text — ITA 9, 10, 11, 16, 19

                        Exercises IV.2 to IV.7 inclusive
                                  IV.12
                                  IV.17
                                  IV.21
                                  IV.27
                                  IV.29
                                  IV.35
                              III.12 to III.22 inclusive

EVALUATION: You will be tested to ensure that you are
                        able to centre an exercise horizontally and
                        vertically on a half sheet and full sheet
                        of typing paper correctly.

ESTIMATED TIME
TO ACHIEVE: 10 hours

OBJECTIVE THREE

OBJECTIVE: You will learn and apply the principles
                        of typing tables (tabulation) with
                        and without subtitles. These tables
                        will range from very easy to very
                        difficult including ruled and boxed table

LEARNING EXPERIENCE: Text — VII.1
                               VII.4
                               VII.9
                               VII.10
                               VII.12
                               VII.19, 20
                               VII.24, 25
                               VII.27
                               VII.30
                               VII.40
                              .VII.44

EVALUATION: All tabulation of tables must be 100$
                        accurate in form and set-up. You will
                        be allowed 3 undetectable corrections
                        per exercise.

                        You will be tested upon completion of the
                        objective and will be expected to be able
                        to type a table with subtitles that is
                        ruled and one that is boxed.

                        You will be allowed one hour to complete
                        the test.

ESTIMATED TIME
TO ACHIEVE: -15 hours

OBJECTIVE FOUR

OBJECTIVE: You will learn and apply the principles
                           of typing inter-office memorandums using
                           carbon copy.

LEARNING EXPERIENCE: Text — VIII.4
                              VIII.5
                              VIII.10 to 12 inclusive

EVALUATION: All memos must be 100$ accurate in form
                           and set-up. You will be allowed 3
                           undetectable corrections per memo.

                           Upon completion you will be expected to
                           type two memos within one-half hour.

ESTIMATED TIME
TO ACHIEVE: 3 hours

OBJECTIVE FIVE

OBJECTIVE: You will learn and apply the principles
                        of typing personal, business and personal
                        business letters complete with envelope,
                        carbon copy and special notations.

LEARNING EXPERIENCE: Text —   **V..1, :2**
                                 V,.5
                                 V. ͤ
                                 V.,10
                                 V..13
                                 V.,ia, 19
                                 V..22

                                 V,25, 26, 27
                                 V..30
                                 V,•33, 34
                                 V.-37,   39

                                 V..41
                                 V..46

                                 V.47, 42

EVALUATION: All letters must be mailable. You will
                        be allowed 3 unietectable corrections per
                        letter. Any carbon copy must be corrected
                        neatly as well. No corrections are
                        allowed on the envelope. All letters must
                        be 100$ accurate in form and set-up.

                        You will, upon completion of this objective,
                        be tested to ensure -hat you are able to
                        type three different kinds of letters with
                        carbon and envelooe within one hour.

ESTIMATED TIME
TO ACHIEVE: 2 5 hours

OBJECTIVE SIX

OBJECTIVE: You will learn and apply the rules for
                        typing outlines, essays, reports and
                        manuscripts including footnotes and
                        bibliography.

LEARNING EXPERIENCE: Text — VI.1, 2
                              VI.7, $
                              VI.10
                              VI.13
                              VI.16
                              VI.19
                              VI.21, 22
                              VI.30

EVALUATION: All production work nust be 100$ accurate
                        in form and set-up. You will be allowed
                        3 undetectable corrections per page of type.

                        Upon completion of this objective, you will
                        be tested to ensure that you are able to
                        type a two page manuscript complete with
                        bottom-page footnotes, an outline and
                        a bibliography withir. one hour.

ESTIMATED TIME
TO ACHIEVE: 10 hours