

F-93

Instructor: Doris Wlad
Office: C304 (539-2902)
Lab A205 Ext. 1204

GRANDE PRAIRIE REGIONAL COLLEGE
DEPARTMENT OF ACADEMIC DEVELOPMENT
COURSE OUTLINE

TY0110 - BASIC TYPING

TEXT: Keyboarding for Canadian Colleges,
3rd edition, Ubelacker, Delaney, Allan;
Copp Clark Pitman, 1990.
Units I, II, III and IV

COREQUISITE: EN110 or equivalent.

COURSE DESCRIPTION: Introduction to the skill of keyboarding using a computer. Emphasizes the development of speed and accuracy. You are also expected to develop a useable competency in typing tables, letters, memos, and reports for personal and/or business use.

COURSE OBJECTIVE: The student shall have an average speed of a minimum of 21 net words per minute on the production of straight copy, letters, forms, tables and reports.

EVALUATION: Course work on production and speed will represent 30% of the final grade, and the work in the final month will represent 70% of the final grade. Students generally reach their maximum skills at the end of this course.

The final grade will be composed of speed and production. The scale for speed is:

NET WPM	
0 - 10	1
11 - 15	2
16 - 20	3
21 - 25	4*
26 - 29	5
30 - 33	6
34 - 37	7
38 - 41	8
42 and over	9

Production will be marked out of 9

COURSE
CONTENT:

The student shall learn:

1. the correct use of the machine and its service mechanisms.
2. to operate the letter and number keys by touch.
3. to operate the function keys required for microprocessing data.
4. to make all machine and program adjustments needed to set margins, tabs and line spacing.
5. to center keyboarded material both horizontally and vertically.
6. to format open and ruled tables.
7. to format business and personal business letters in full block style and with mixed (two-point) punctuation.
8. to type/write envelopes using correct format.
9. to proofread and edit copy, mark and count errors, and compute keyboarding speed.
10. to recognize and understand all commonly-used proofreader's marks.
11. to format bound and unbound reports.
12. to format outlines and enumerations.
13. to format a title page, table of contents, and bibliography.
14. how to use and format references.
15. to format an interoffice memo.
16. to develop a minimum typing speed of 30 words per minute with four errors or less on a three-minute timing.