

OCT 22 1998

GRANDE PRAIRIE REGIONAL COLLEGE  
DEPARTMENT OF ACADEMIC UPGRADING

TY0110 - BASIC TYPING  
COURSE OUTLINE

**INSTRUCTOR:** Doris Wlad  
**OFFICE:** C304  
**TELEPHONE NUMBER:** 539-2902  
**CLASSROOM:** A305 T.L.C. Lab A205  
**TIME:** 10:00 -10:50 a.m. M. - F

**TEXT/SUPPLIES:** Gregg College Keyboarding & Document Processing for Windows, 8<sup>th</sup> Edition, Lessons 1-60, Ober, Janson, Johnson, Rice, Poland, Rossetti  
Glencoe/McGraw-Hill, 1997  
You are also required to purchase one blank high density 3.5" computer disk to store data.

**COREQUISITE:** EN0110 or equivalent.

**COURSE**

**DESCRIPTION:** Introduction to the skills of computer keyboarding and word processing. Emphasizes the development of speed and accuracy. You are also expected to develop useable competency in typing tables, letters, memos, and manuscripts, and in the basic operations of the IBM microcomputer.

**COURSE**

**OBJECTIVE:** You 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. Production will be marked out of 9.  
The final grade will be composed of speed and production. The scale for speed is:

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

**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 tables.
7. to format business and personal business letters in full- and modified-block style.
8. to type 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 a standard memo.
16. to develop a minimum typing speed of 30 words per minute with four errors or less on a three-minute timing.