

F.91

Instructor: Doris Wlad  
Office: C304  
Phone: 639-2602 or -2001

GRANDE PRAIRIE REGIONAL COLLEGE  
DEPARTMENT OF ACADEMIC DEVELOPMENT  
COURSE OUTLINE

TY110 - 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. 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.
- GRADING: 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 typewriter and its service mechanisms.
2. to type the alphabetic and numeric keyboard by touch using a typewriter and also a computer program.
3. to set up material on a page using horizontal centering, spread centering, block centering and vertical centering.
4. to type open and ruled tables.
5. to type business letters in full block style and with mixed (two-point) punctuation.
6. to type personal business letters in full block and semi-block style.
7. to type envelopes.
8. to correct errors in typewritten copy.
9. to recognize and understand all commonly-used proofreader's marks.
10. to type bound reports.
11. to type unbound reports.
12. to type an outline.
13. to type a title page, table of contents, and bibliography.
14. how to use and format references.
15. to type an interoffice memo.
16. to develop a minimum typing speed of 30 words per minute with four errors or less on a five-minute timing.