

Sault College of Applied Arts and Technology sault ste. marie

Course . Outline

WORD PROCESSING
"HANDS ON"
TRAINING

EXECUTIVE AND LEGAL STUDENTS

/ ^ 2(95

revised September 1982 / January 1983
Shelley Boushear

COURSE OUTLINE
WORD PROCESSING - "HANDS ON" TRAINING
EXECUTIVE AND LEGAL SECRETARIAL STUDENTS

The "hands on" training on the word processing equipment will be done on a self-learning and self-scheduling basis. A schedule is posted outside A213 for this purpose. Students will be expected to schedule themselves for a minimum of three hours per week in each of the semesters. Students will be allowed a maximum of five hours per week. Second year secretarial students may schedule a maximum of two hour blocks of time (eg. 8 a.m. - 10 a.m., not 8 a.m. - 11 a.m.)

Time Allotted - IM Mag Card II - 5 weeks
- AES Text-Editing System - 23 weeks

Procedure - Students must work on only one system at a time. You may not book on two machines at one time. Working on two machines at one time only causes confusion and you will not become proficient in either system.

Objectives

1. The training on the AES Text-Editing System will be done with taped lessons. The lessons correspond with the vendor's manuals and the transcribed tape material is in a binder as well. Students learn either by listening or seeing so both methods are provided. There are seventeen tapes in total - the first ten are to be completed in semester three and the other seven tapes are to be completed in semester four. There will be tests after the following lessons:

Test #1 - after completion of tape //4
Test #2 - after completion of tape #6
Test #3 - after completion of tape #8
Test #4 - after completion of tape //9 - multiple choice
Test #5 - after completion of tape #10
Test #6 - after completion of tapes #11 and #11
(Repaginate and Search & Replace)
Test #7 - after completion of tape #V

Students must duplicate two training diskettes (which are equivalent to file diskettes), one prior to tape #5 and one after tape #12. (Reminder: please delete the pages entitled REPORT and PARAGRAPHS before duplicating the Advanced Training diskette.)

Course Outline

Word Processing - "Hands On"

Page 2

2. Students will become proficient in the operation of the IBM Mag Card II after spending a minimum of three hours per week for five weeks on the machine. W.P. students will read the Mag Card manual from Chapter 1 through the end of Chapter 4, learn to record, recall, revise, and print assignments found in the Mag Card Manual and will be given a test at the end of the five week period (or earlier). Students MUST do each item in the chapter, step by step. If you don't understand a point, go back a step and redo it. The test will consist of all of the above.

When the book states that you will duplicate a mag card, please just type the pages on your own card - one by one. One thing that you must remember when recording on your mag card is that after you type one letter and press the page end and record; the second letter that you are asked to type will automatically be recorded OVER the first letter. The machine acts like a rewind button on a cassette recorder. If you want to record more than one letter at a time, do NOT put page end and record, just type one letter after the other. If you would like to borrow an additional mag card ask the Office Manager.

The Office Manager will give you your test, ask you to make revisions, and will expect a clean copy to be handed in along with your mag card.

Students will rent a mag card for \$2.00 and will obtain it from the Office manager. This fee is refunded when the mag card is returned. There is a brief slide presentation that you should view before starting the IBM Mag Card and it is located in A212.

Don't forget, this course is self-learning and self-scheduling.

Grading

Each AES test, except #6 will be worth 25 marks, #6 is worth 50 marks because it combines two advanced programs. Marks will be subtracted for proofreading errors, incorrect commands, style, time, etc. All tests must be completed within one hour. Command sheet are allowed during tests. Hard copies as well as your diskette must be handed in for grading.

A = 85 - 100

B = 70 - 84

C = 55 - 69

The Mag Card is marked either pass or fail and is not graded A,B,C. The test will be marked for proofreading, recording, style, and revisions.

Policy For Use of the Word Processing Room (A213)

The following are rules governing the use of the word processing room and equipment.

- 1 Students are to self-schedule by placing their name on the schedule on the bulletin board outside room A213. A new schedule will be posted at 11 45 a.m. each Friday.

Students must schedule for evening hours before 2 00 p m.

- 2 The maximum time slot to book is two hours. The machine may be used longer if they are not booked after the two hour time slot. The student must leave the machine if the person who has the next time slot is on time. If the student reserving a specific time is not using the W.P. machine by 10 minutes after that specified time the student will lose the right to use the machine if someone else is waiting.
- 3- Students taking the Word Processing Option will require a minimum of three hours weekly on the machines. This can be done during spares, after hours, and/or on weekends. The maximum number of hours allowed per week is five.
4. Tapes for self-learning are in the machine area. Binders are located on the shelf beside AES #3.
5. There are a number of assignments which W.P. students must complete in order to receive a term mark. These assignments will be handed in to the Office Manager, graded, and returned to the student. Students must have their name on the cover of the diskette, as well as on the completed document. Students must hand in their diskette along with the hard copy. The Office Manager will schedule your tests.
6. Students must obtain a Student Pass before 2:00 p.m. each day from Lee Hill's office, first floor A wing (A108) when wanting to use the word processing equipment after 4:30 and on the weekends. The W.P. room will be checked by the Security Guard each hour after 4:30 p.m. until the room is locked at 10:00 p.m. The room is open at 8:00 a.m. every morning and is closed at 10:00 p.m. every night except Tuesdays and Thursdays. Students must leave A213 by 6:00 p.m. on Tuesdays and Thursdays because there is a night class using the equipment those evenings. The night instructors do not want students typing in A213 either.

Course Outline

Word Processing - "Hands On"

Page 4

7. Students are requested to report any equipment failure so that it can be attended to. If the machine does not work properly during the evening hours (eg. if the red trouble light remains on), turn the machine off, remove your diskette and leave a note on the machine so that other students do not try to use the equipment. Students should turn the equipment off after their scheduled hour(s) in the evening and on weekends.
8. Students must NOT work on two types of word processing equipment at the same time (mag card and AES). You will only find it confusing and will not become proficient in either machine.
9. Please do NOT strike your name off the schedule. Go in and talk to the Office Manager or call her and let her know why you are unable to keep your hour. Please don't just not show up for your hour. You will be allowed two strike offs for personal reasons, but after that you could lose your privileges on the equipment.
10. If you have completed the entire course (mag card and AES) then you may use the equipment for course work, resumes, etc. You may NOT schedule your time, but you may check the machines to see if one is available for the hour that you require it. YOU MUST PURCHASE YOUR OWN PRINTER RIBBON.