

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

tie: WORD PROCESSING EQUIPMENT  
SER 140  
SECRETARIAL SCIENCE  
ONE AND TWO  
JUNE 1983  
SHELLEY BOUSHEAR

New:                      Revision:      X

Chairperson

Date

## COURSE OUTLINE

### INTRODUCTION TO WORD PROCESSING ON A MICROCOMPUTER

- COURSE LENGTH:** Classes are for a duration of 4 weeks and are held from Monday to Friday for 2 hours. The first hour will be supervised and the second hour will be unsupervised. If you run into a problem during the second hour, write it down and ask the Office Manager the following day.
- OBJECTIVE:** All students will learn the very basics of word processing in their 40 scheduled hours on the Commodore Superpet Microcomputer.
- NOTE:** It is not necessary for the students to memorize the commands as a GLOSSARY is provided in the back of your text of the most commonly used commands, but it is advisable in order to become proficient on the machines.
- The students should read the appropriate sections of the text for the designated lecture/class.
- TEXT:** Word Processing Part I  
Published by the Board of Education for the City of North York. Each student is required to purchase the text and his/her own diskette for the first class.
- EVALUATION:** Scheduled for the last class is a short exercise for the students to do reviewing all basic commands learned in "Word Processing Part I."
- Students are expected to print and keep copies of all their work produced and are to be handed in during Part 9.
- A = 85 - 100%  
B = 70 - 84%  
C = 55 - 69%
- Errors will be deducted as follows:
- 2 marks off for spelling/proofreading errors
  - 2 marks off for each formatting error
  - 5 marks off for not completing on time

LESSON BY LESSON OUTLINE

Part 1

Introduction to the Superpet Microcomputer to include:

- 1) Terminology related to these machines.
- 2) Familiarization with the equipment.
- 3) The importance of proper diskette handling.
- 4) Possible areas of troubleshooting.
- 5) Command for Loading the system.

Students will begin to work on Pages 1-9 of their text.

Part 2

A mini lecture at the beginning of the class will review loading the system. The following new areas will also be reviewed: status line, modes, entering text, output screen, printing text, & erasing screen. The students will be completing the exercises on Pages 10-14.

Part 3

A mini lecture at the beginning of the class will review the new exercises on: exploring the keyboard and the printer, screen editing and viewing your exercise on the screen before you print it. The students will be completing the exercises on Pages 15-34.

Part 4

A mini lecture at the beginning of the class will review viewing your exercise on the screen before printing it and the new commands which include centering, absolute cursor movement, margins and justification. Students will complete the exercises on Pages 35-48.

Part 5

A mini lecture at the beginning of the class will review the new commands which include: line spacing, printer page and paging commands, and vertical positioning. Students will complete exercises on Pages 49-54.

LESSON BY LESSON OUTLINE

Part 6

A mini lecture will be given at the beginning of the class which will review the new commands which include: underlining and/or enhancement and continuous printing. Students will complete the exercises on Pages 55-59.

Part 7

A mini lecture will be given at the beginning of the class which will review the new commands: blank lines and margin release. Students will complete the exercises located on Pages 60-65.

Part 8

A mini lecture will be given at the beginning of the class which will review the new commands including: pitch selection and tabulation. Students will complete the exercises on Pages 66-69.

Part 9

A mini lecture will be given at the beginning of the class which will review the new commands including: newing your disk, memorizing, recalling, revising and updating. Students will complete the exercises located on Pages 70-77.

Part 10

A general exercise will be handed out to be completed by all students wishing to receive a certificate. The exercise will include a rough draft document for which you will be required to use the following commands:

justification	revisions
blank lines	margin release
centering	setting margins
formatting	memorizing
tabulation	printing

The use of a summary of commands sheets may be used during this exercise.

A short exercise on the appropriate terminology will also be included.