SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: WORD PROCESSING THEORY - ELECTIVE

Code No.:   SPR 260

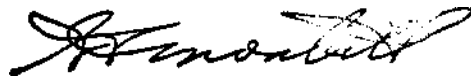Program: EXECUTIVE SECRETARIAL

Semester: THREE .

Date: SEPTEMBER. 1983

Author: M. SIMPSON

New   Revision: X

APPROVED;

Chairperson   Date

WORD PROCESSING THEORY - ELECTIVE   SPR 260
                Course Name   Course Number

PREREQUISITE: - SPR 260

PHILOSOPHY GOALS:

Student will become familiar with the total concept of Word Processing as it relates to the office environment.

Student will develop through case studies, class discussions, and speakers, a thorough understanding of the five phases of Word Processing: Origination, Production, Reproduction, Filing, and Communication/ Distribution.

Also studied will be:
    - Office Systems
    - Word Processing Analysis and Feasibility Studies
    - Selection of Word Processing Systems
    - Word Processing Careers

METHOD OF ASSESSMENT (GRADING):

                        A = 85 - 100%
                        B = 70 - 84%
                        C   60 - 69%

        SPR 260   SPR 270

    Test #1   - 40%   Test #1   - 40%
    Test #2   - 40%   Test #2   - 40%
    Research Project - 20%   Word Processing Log - 20%

Students will keep a running log throughout the course. This will be an overview of the lecture topics, presentations by vendors/users, and any other activities associated with the Word Processing Theory course.

TEXTBOOK(S):

    No text required

REFERENCE MATERIALS:

    - Word Processing In The Modern Office, Second Edition, Paula Cecil

    - Word/Information Processing Concepts, Bergerud and Gonzalez

    - Publications from International Information Word Processing Association

NOTE: Students will maintain a Glossary in addition to the log. Each lecture will generate new material for that glossary.

WEEK 1   - Introduction to course and evaluation methods

                   - Student will be instructed re media handling for the "hands on" portion of Word Processing and the self-scheduling procedure for use of Word Processing systems.

WEEK 2   - A/V Presentation
- Word Processing definition
- Five steps involved in Word Processing
- Introduction to research project

WEEK 3   - Groups for proj'ect to be designated. Where firm chosen doesn't have Word Processing equipment, check re kind of work done and if word processing would suit.
- Decide re format of form to be used
- A/V Presentation
- Development of dictation equipment

WEEK 4   - Plans finalized re project and report on which firms are to be visited
- Evolution of Word Processing equipment

WEEK 5   - <u>TEST #1</u>

WEEK 6   - Speaker

WEEK 7   - Reprographics
- Case studies

WEEK 8   - Oral presentations re research project

WEEK 9   - Oral presentations re research project

WEEK 10   - Records processing
- Case studies

WEEK 11   - Tour

WEEK 12   - Communication/distribution
- Electronic mail
- A/V Presentation

WEEK 13   - Cases
- Written research project to be submitted

WEEK 14   - Review

WEEK 15   - Test #2

NAME OF FIRM: CONTACT PERSON:

DATE VISITED: POSITION:

Is there Word Processing equipment?   If not, why?

If yes, what kind?   How many staff?

Who decided who should be trained?   Other equipment used?

Features best liked?   Educational background of
                                           secretaries?

Features least liked?   Skills feel most essential?

ADDITIONAL COMMENTS: