

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY  
SAULT STE. MARIE, ONTARIO


COURSE OUTLINE


Course Title: WORD PROCESSING EQUIPMENT  
Code No.: SPR 262 SPR 272  
Program: SECRETARIAL SCIENCE  
Semester: THREE AND FOUR  
Date: JUNE 1983  
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APPROVED:

  
Chairperson

  
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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                               - AES Text-Editing System  
                                                  - 30 weeks

Objective

Second year secretarial students will become proficient in the use of the AES Plus equipment. Students will be given enough time on the equipment to enable them to be well prepared to accept a job offer in the field of word processing.

Procedure

Students are provided with a number of quiz questions and tips on each chapter. You should read or listen to the tapes on each chapter, then try the quiz questions. You will not be marked on these questions, they are provided to assist you. There is also a quiz on the whole vendor's manual provided to aid you.

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 four projects after the following lessons:

- Project #1 - after completion of tape #6 - mid term 3rd semester
- Project #2 - after completion of tape #10 - end of 3rd semester
  
- Project #4 - after completion of tape #11 - mid term 4th semester
- Project #5 - after completion of tape #V - end of 4th semester

Students must duplicate two training diskettes (which are equivalent to file diskettes), one prior to tape #5 and one after tape #12. Please ask the Office Manager for assistance if unsure of what to do. (Reminder: please delete the pages entitled REPORT and PARAGRAPHS before duplicating the Advanced Training diskette.)

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Grading

Each AES project will be worth 100 marks. Marks will be subtracted for proofreading errors, incorrect commands, style, time, etc. All projects must be completed within two hours. The command sheet may be used during tests. Hard copies as well as your diskette must be handed in for grading.

A = 85 - 100

B = 70 - 84

C = 55 - 69

Please arrange the time and date for you to do your project with the Office Manager. She will book you for a two hour time slot on the AES machine.

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.

The schedule will be given to each specified group of students before 11:45 a.m. on Fridays so each group is given one week of prioritized booking on the equipment.

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 and binders for self-learning are in the machine area.
5. There are a four assignments which W.P. students must complete in order to receive a term mark. These assignments will be handed in to the Office Manager and will be graded. Check with the Office Manager to find out your marks and where you went wrong. 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 projects.
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 4:00 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.

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 then you may use the equipment for course work, resumes, etc. It is to your benefit to work on the equipment as much as you can. It is also lots of fun to try new things out on the machine - figure out how and why you do certain things.

GOOD LUCK AND ENJOY THIS SELF LEARNING COURSE!