

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

COURSE OUTLINE

Course Outline           WORD PROCESSING EQUIPMENT  
Code No.:                 SPR 140  
Program:                 SECRETARIAL SCIENCE  
Semester                 ONE AND TWO  
Date:                     SEPTEMBER 1985  
Author                    SHELLEY BOUSHEAR

New:

Revision:

X

APPROVED:        ^   ^   ^   t   ^   ^   ^   ^   ^     
                  Chairperson

          P5-Q5'3J            
                  Date

CALENDAR DESCRIPTION

WORD PROCESSING EQUIPMENT

SPR 140

Course Name

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PHILOSOPHY/GOALS:

The students will learn the very basics of word processing in their scheduled hours on the Commodore SuperPet Micro computer.

METHOD OF ASSESSMENT (GRADING METHOD);

Scheduled for the last class is a short exercise for the students to do reviewing all the basic commands learned in "Word Processing Part I". As well, students will be given a test on the terminology learned during the course.

A" = 85 - 100%  
B = 70 - 84%  
C - 55 - 69%  
R = Repeat

Marks will be deducted for errors as follows:

- 2 marks off for spelling/proofreading errors
- 2 marks off for each formatting error
- 5 marks off for not completing on time

TEXTBOOK(S):

1. "Word Processing Part I"  
Published by the Board of Education for the City of North York.
2. "Gregg Typewriting for Colleges"  
Authors: Alan C. Lloyd, John L. Rowe, Fred E. Winger and Janet H. Stevenson, McGraw-Hill Ryerson Limited.
3. Diskette for the Superpet.

COURSE LENGTH;

Classes are for a duration of 3 weeks and are held daily at 8:00 a.m. to 10:00 a.m. Students are scheduled on the equipment during the 3 week time period. The first hour will consist of a mini lecture, questions, and practice. The second hour is unsupervised and students will be given an assignment that must be completed during the second hour. Diskettes will be checked. If the student has a problem during the second hour, she should write it down and ask the instructor about it the following morning

OBJECTIVES:

DAY 1\_

Introduction to the SuperPet Micro computer includes:

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

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

DAY 2/3/4

The importance of proper diskette handling will be covered as well as "newing" your own diskette, memorizing, recalling, revising and updating. Students will complete the exercises located on Pages 70-77.

DAY 5

The students will work on the following: loading the system, status line, modes, entering text, output screen, printing text, and erasing the screen. The students will be completing the exercises on Pages 10-14.

DAY 6^

Exploration of the keyboard and the printer, screen editing and viewing your exercise on the screen before printing will be studied. The students will be completing the exercises on Pages 15-34.

DAY 7\_

Centering, absolute cursor movement, margins and justification will be covered. Students will complete the exercises on Pages 35-48.

DAY 1

Line spacing, printer page and paging commands, and vertical positioning will be the topics covered. Students will complete exercises on Pages 49-54.

DAY 2

Underlining and/or enhancement and continuous printing will be looked at. Students will complete the exercises on Pages 55-59.

DAY 10

Blank lines and margin release will be studied. Students will complete the exercises located on Pages 60-65.

DAY 11

Pitch selection and tabulation will be the topics covered. Students will complete the exercises on Pages 66-69.

DAY 12/13/14

Students will review all the commands learned to date. Practice is essential for learning the commands.

DAY 15

A general exercise will be handed out to be completed by all students. 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
memorizing	replacing
recalling	

A short exercise on the appropriate terminology will also be included