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SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: WORD PROCESSING EQUIPMENT

Code No.:   WPE 400

Program: SECRETARIAL SCIENCE

Semester: THREE AND FOUR

Date: SEPTEMBER 1985

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New: Revision:

APPROVED: _____   S׀^॥_^^_׀-cJ
            Chairperson   Date

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CALENDAR DESCRIPTION

WORD PROCESSING EQUIPMENT   WPE 400

    Course Name   Course Number

PHILOSOPHY/GOALS:

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.

METHOD OF ASSESSMENT (GRADING METHOD):

Students will be evaluated on the following basis:

Four tests	80%
Homework Assignments	20%
	100%

Dates of the tests will be given approximately three days in advance. The final grade will be based on the following scale.

A = 85% or more
B = 70% to 84%
C = 55% to 69%
R = 54% or less

Marks will be deducted as follows:

- 2 for proofreading/spelling errors
- 2 for incorrect commands
- 2 style/format
- 5 for not completing the test in the allotted time

TEXTBOOK(S);

    "AES Plus Operator Training and Reference Manual", published by AES Data Ltd.

    "AES Plus Operator Training and References Manual - Advanced", published by AES Data Ltd.

    "Hands-On Word Processing on the AES Plus" Tips and Quizzes, by Shelley Boushear

    Tape Series that corresponds with the Vendor's Manual.

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<u>PROCEDURE</u>;

The Executive and Legal students will be divided into groups in order to provide training for the students on a 2:1 basis on the AES word processing equipment. After each hour of mini lecture and practice, the student must complete all the assigned homework for that day. If, after the mini lecture and practice, the student is experiencing some problems, she/he should listen to the tape provided and/or read the transcript on that particular section, then ask the Office Manager for help.

The students will be given a book of Tips and Quizzes which must be completed. The book is provided to help her/him to understand each section of the vendor's manual.

Students must schedule themselves on the equipment in order to complete the assigned homework. The Schedule is posted outside room A213 and the rules for using the room are attached to this course outline.

OPTION TO OFFICE MANAGER-ASSISTED METHOD:

Students may decide to complete the AES Word Processing course on their own without the assistance of the Office Manager. The student must obtain the homework assignments prior to beginning the course. Also, the student will be responsible for self-scheduling on the equipment and for scheduling the tests with the Office Manager.

<u>DEPARTMENTAL POLICY FOR THE USE OF THE WORD PROCESSING ROOM (A213)</u>;

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 <u>before</u> 2:00 p.m. and have a valid form to use the room signed by the <u>Office</u> Manager, a Secretarial Instructor or the Chairman and approved by the Scheduling Officer.

    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 priorized 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 <u>minimum</u> of five 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 number of homework 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.

6. Students must obtain a <u>Student Pass</u> before 2:00 p.m. each day from the 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 7:00 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.

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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. Please do <u>NOT</u> 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.

9. 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.