

SAULT COLLEGE
of Applied Arts and Technology
Sault Ste. Marie

COURSE OUTLINE

WORD PROCESSING
SPR 270

revised JANUARY 1981

WORD PROCESSING
SPR 270
COURSE OUTLINE

PART ONE - THEORY

Text: WORD PROCESSING IN THE MODERN OFFICE, Second Edition; Cecil.
Workbook for above.

TERMINAL OBJECTIVES:

The student will develop an understanding of:

1. the techniques and modern equipment used in the 'Records Processing/
Filing/Storage' phase of the Word Processing Cycle;
2. the types of 'Communication/Distribution Systems' used in this
phase of the Word Processing Cycle;
3. 'Computers-Data Processing' as well as computer and information
integration;
4. the steps involved in 'Selecting a Word Processing System';
5. the various kinds of 'Careers in the Word Processing' field.

LEARNING EXPERIENCE:

1. One period per week will be devoted to lecture/discussion on appropriate
objective.
2. One period per week will be devoted to completing the Concepts Review
and self-check quiz for appropriate objective.
3. Guest speakers and tours.
4. Special class presentations by students on assigned case studies.

EVALUATION:

Tests: each objective will be tested after the self-check quiz and Concepts
Review exercises have been completed.

A = 85 - 100%
B = 72 - 84%
C = 60 - 71%

ESTIMATED TIME TO ACHIEVE:

28 periods at 50 minutes each

SPECIFIC OBJECTIVES

OBJECTIVE 1: RECORDS PROCESSING/FILING/STORAGE SYSTEMS

The student will develop an understanding of the following terms and concepts and will be able to define them:

- (a) word processing media - logging and filing
- (b) the charge system
- (c) micrographics (two examples)
- (d) microfiche
- (e) records/information merge

Learning Experience:

- | | |
|---|------------|
| 1. Read Chapter 6 in text. | January 13 |
| 2. Lecture/discussion. | January 14 |
| 3. Concepts Review and self-check quiz. | January 20 |
| 4. Test. | January 21 |

Estimated Time to Achieve:

3 periods at 50 minutes each.

OBJECTIVE 2: COMMUNICATION/DISTRIBUTION

The student will develop an understanding of the history of communication systems and will be able to define the following communication terms and concepts:

- (a) electronic mail
 - mailgram
 - facsimilie
 - teletypewriters
- (b) satellite communications
- (c) telephone communications
 - FX Service
 - Broadband Exchange Service

Learning Experience:

- | | |
|---|------------|
| 1. Read Chapter 7 in text. | January 27 |
| 2. Lecture/discussion. | January 27 |
| 3. Concepts Review and self-check quiz. | February 3 |
| 4. Test. | February 4 |

Estimated Time to Achieve:

3 periods at 50 minutes each

OBJECTIVE 3; COMPUTERS-ELECTRONIC DATA PROCESSING

The student will develop an understanding of the components of a computer and minicomputer applications and be able to define the following terms and concepts:

- (a) computer languages
- (b) on-line/off-line
- (c) kinds of computers
- (d) data transmission
- (e) time-sharing

Learning Experience:

- | | |
|---|-------------|
| 1. Read Chapter 8 in text. | February 17 |
| 2. Lecture/discussion. | February 18 |
| 3. Concepts Review and self-check quiz. | February 17 |
| 4. Test. | March 3 |

Estimated Time to Achieve;

3 periods at 50 minutes each

OBJECTIVE 4: IMPLEMENTING A WORD PROCESSING SYSTEM

The student will be able to:

- (a) list the seven stages of word processing implementation
- (b) list factors to consider when selecting word processing equipment/furnishin<
- (c) list points to include in a word processing procedures book
- (d) classify and describe documents according to specific categories found in offices

Learning Experience;

- | | |
|---|---------------------|
| 1. Read Chapter 11 in text. | During winter break |
| 2. Lecture/discussion. | March 11 |
| 3. Concepts Review and self-check quiz. | During winter break |
| 4. Test. | March 17 |

Estimated Time to Achieve;

2 periods at 50 minutes each

OBJECTIVE 5: WORD PROCESSING CAREERS

The student will:

- (a) develop an understanding of the effects of technological change on office workers and traditional office systems
- (b) describe the kinds of employment possibilities offered in word processing areas and the specific skills required for such employment
- (c) understand the implications of and discuss the following areas of employment concerns:
 - job enrichment
 - career growth
 - self-development
 - personal achievement

Learning Experience:

- | | |
|---|----------|
| 1. Read Chapter 12 in text. | March 31 |
| 2. Lecture/discussion. | April 14 |
| 3. Concepts Review and self-check quiz. | April 15 |
| 4. Test. | April 21 |

Estimated Time to Achieve:

3 periods at 50 minutes each

OBJECTIVE 6; CASE STUDIES

- 1. Groups of 3 (7 case presentations).
- 2. Each case related to a specific objective/chapter in the text or as assigned by instructor.
- 3. Preparation and presentation of case findings orally and in business report form.
- 4. Peer evaluation and instructor evaluation.

Estimated Time to Achieve:

7 periods of 50 minutes each

Case/Group:

- | | |
|---|-------------|
| 1 | January 28 |
| 2 | February 11 |
| 3 | March 4 |
| 4 | March 18 |
| 5 | March 25 |
| 6 | April 1 |
| 7 | April 8 |

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COURSE OUTLINE

PART TWO - PRODUCTION TYPEWRITING

Texts: REPORT TYPING, Grill, George P. (South-Western)
TYPING FROM HANDWRITTEN COPY, Klein, A.E. (Dictation Disc Company)
EDITED COPY FOR WORD PROCESSING, Klein, A.E. (Dictation Disc Company)
IT'S ALL ROUGH DRAFT1 Sanderson, M. (McGraw-Hill Ryerson)

TERMINAL OBJECTIVES:

The student will be able to:

- (a) type finished (final) copy of business letters, memos, and manuscripts from edited and handwritten copy
- (b) type final copy quickly and accurately
- (c) type a variety of reports ranging from simple to complex
- (d) type final copy of reports from rough draft, script and corrected script copy

PRACTICE TYPING;

1. All practice production must be completed according to the instructions in the text, self-checked with instructor's key, corrections made by typewriter and production work filed appropriately.
2. After all practice production has been completed, instructor will initial the work and student may take the production test.
3. Two periods per week will be spent on production practice typewriting and/or production typewriting tests.

TESTS:

1. All production typing tests must be under the supervision of an instructor.
2. Production tests will be timed and evaluated for quality, quantity and correctness.
3. Student must sign TESTS SCHEDULE list indicating which test will be taken on a specific date (list will be posted on blackboard in A205.)

EVALUATION;

A = 85 - 100%
B = 72 - 84%
C = 60 - 71%

ESTIMATED TIME TO ACHIEVE:

28 periods at 50 minutes each (five fifty-minute test periods)

SPECIFIC OBJECTIVES

OBJECTIVE 1;

A - Report Typing

- (1) Informal Reports, Job 4, page 5
- (2) Book Reviews, Job 4, page 10
- (3) Informal Business Reports, Jobs 1, 2, pages 12 to 15

B - Edited Copy

- Letters 26 and 27

C - Handwritten Copy

- Letters 30 and 31

PRACTICE TYPING DUE BY January 20

PRODUCTION TEST January 27

ESTIMATED TIME TO ACHIEVE: 4 periods at 50 minutes each

OBJECTIVE 2:

Memorandum Reports

- (1) Informal informational reports. Job 5, page 18
- (2) Interoffice memo. Job 11, page 31

B - Edited Copy

- Letters 29 and 31

C - Handwritten Copy

- Letters 34 and 35

PRACTICE TYPING DUE BY February 10

PRODUCTION TEST February 17

ESTIMATED TIME TO ACHIEVE: 4 periods at 50 minutes each

OBJECTIVE 3:

A - Formal Reports

- (1) Unbound Reports, Job 4, pages 39 to 41
- (2) Topbound Reports, Job 4, pages 47 to 49
- (3) Leftbound, Job 4, pages 55 to 57

B - Edited Copy

- Letter 37

C - Handwritten Copy

- Letter 37

PRACTICE TYPING DUE BY March 17

PRODUCTION TEST March 17

ESTIMATED TIME TO ACHIEVE: 5 periods at 50 minutes each

OBJECTIVE 4:

A - Formal Reports

- (1) Documented Personal Professional Report, Job 1, pages 68 to 73
- (2) Professional and Journal Articles, Job 1, pages 75 to 79

B - Edited Copy

- Letters 42 and 43

C - Handwritten Copy

- Letters 47 and 48

PRACTICE TYPING DUE BY April 7

PRODUCTION TEST April 7

ESTIMATED TIME TO ACHIEVE: 5 periods at 50 minutes each

OBJECTIVE 5;

A - Special Reports

- (1) Minutes of Meeting, Job 1, pages 82 to 84
- (2) Speeches, Job 1, pages 91 and 92

PRACTICE TYPING DUE BY April 21

PRODUCTION TEST April 21

ESTIMATED TIME TO ACHIEVE: 3 periods at 50 minutes each

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COURSE OUTLINE

PART THREE - "HANDS-ON"
WORD PROCESSING MACHINE APPLICATIONS

Texts: Training Manuals for the AES, TES and MAG CARD II Word processing machines.

TERMINAL OBJECTIVES:

The student will be able to:

- (a) operate and demonstrate ability to perform various job applications on the AES, TES and MAG CARD II word processing machines.
- (b) demonstrate an understanding of the various functions of each machine by completing a theory test on each word processor.

LEARNING EXPERIENCE:

1. Complete all practice applications as outlined on the following pages.
2. Complete an evaluation application(s) as instructed by supervisor.
3. Complete a theory test as instructed by supervisor.

ESTIMATED TIME TO ACHIEVE: 14 hours of supervised instruction/learning
(an additional two hours per week, self-scheduled, is considered necessary to successfully complete the training program.)

EVALUATION:

A = 85 - 100%
B = 72 - 84%
C = 60 - 71%

FINAL GRADE:

"Hands-on" 40%
Production 30%
Theory 30%

DAY CLASS
Course Outline

<u>WEEK</u>	<u>DATE</u>	<u>GROUP 1</u> (Units)
(AES)		
1	Jan. 13	Unit 12, Section 6-1-6-16, Embedded
	20	Unit 13, Section 6-17, 6-22, Screen & Echo Modes
	27	Unit 14 & 15 Section 7-1, 7-16 List Function & Repagination
	Feb. 3	Unit 16 & 17, Building Blocks and Financial
5	10	Unit 18, Search & Replace
6	17	Unit 19, Records Organization
WINTER BREAK		
7	Mar. 3	TEST (AES)
(MAG CARD)		
8	Mar. 10	Operating Inst. - Chapt. 4, 5 Applications Supplement- read & know Chapter 1 & 2
9	17	Applic. Supple. Chapt. 3, 4, 5 Read & know chapt.6 & 8
10	24	Do Chapters, 7, 9, 10 Read & know chapter 11, 12
11	31	TEST (MAG CARD)
(TES)		
12	Apr. 7	Pages 97-102
13	14	Pages 102-121 Read pages 122-126
14	21	TEST (TES)

****NOTE****

Evaluation exercises will be assigned upon completion of all practice work.

DAY CLASS
Course Outline

WEEK	DATE		<u>GROUP 2</u> (Units)
(MAG CARD)			
1	Jan.	13	Read & do chapt. 6 - do chapt. 7
2		20	Read chapt. 8 - do chapt. 9
3		27	Do chapt. 10 and read chapter 11 and 12
4	Feb.	3	<u>TEST</u> (MAG CARD)
(TES)			
5		10	Pages 62-97
6		17	Pages 97-107
WINTER BREAK			
7	Mar.	3	Pages 107-121, Read pages 122-126
8	Mar.	10	<u>TEST</u> (TES)
(AES)			
9		17	Unit 12, Section 6-1 - 6-16 Embedded Printer Commands - Unit 13, Section 6-17 - 6-22 Screen & Echo Modes
10		24	Unit 14 & 15, Section 7-1, 7-16 List Function & Repagination
11		31	Unit 16 & 17, Building Blocks and Financial
12	Apr.	7	Unit 18, Search & Replace
13		14	Unit 19, Records Organization
14		21	TEST (AES)

****NOTE**** - Evaluation exercises will be assigned upon completion of all practice work.

DAY CLASS
Course Outline

<u>WEEK</u>	<u>DATE</u>	<u>GROUP 3</u>
(TES)		
1	Jan. 13	Pages 62-97
2	20	Pages 97-107
3	27	Pages 107-121, Read pages 122-126
4	Feb. 3	<u>TEST</u> (TES)
(MAG CARD)		
5	10	Read & do chapt. 6, 7 - read chapt. 8 Do Chapt. 9
6	17	Do chapt. 10 and read chapt. 11 and 12
WINTER BREAK		
7	Mar. 3	<u>TEST</u> (MAG CARD)
(AES)		
8	Mar. 10	Unit 12, Section 6-1 - 6-16, Embedded Printer Codes
9	17	Unit 13, Section 6-17 - 6-22, Screen and Echo Modes
10	24	Unit 14 & 15, Section 7-1 - 7-16 List Function & Repagination
11	31	Unit 16 & 17, Building Blocks and Financial
12	Apr. 7	Unit 18, Search & Replace
13	14	Unit 19, Records Organization
14	21	<u>TEST</u> (AES)

****NOTE****

Evaluation exercises will be assigned upon completion of all practice work.

DAY CLASS
Course Outline

<u>WEEK</u>	<u>DATE</u>	<u>GROUP 4</u> (Units)
(AES)		
1	Jan. 13	Unit 12, Section 6-1-6-16, Embedded
2	20	Unit 13, Section 6-17, 6-22, Screen & Echo Modes
3	27	Unit 14 & 15 Section 7-1, 7-16 List Function & Repagination
4	Feb. 3	Unit 16 & 17, Building Blocks and Financial
5	10	Unit 18, Search & Replace
6	17	Unit 19, Records Organization
WINTER BREAK		
7	Mar. 3	Unit 19, Records Organization
8	10	TEST AES
(TES)		
9	17	Pages 97-102
0	24	Pages 102-121 Read pages 122-126
1	31	TEST (TES)
(MAG CARD)		
12	Apr.	Operating Inst. - Chapt. 4, 5 Applications Supple. - read and know Chapter 1 & 2 Do chapt. 3, 4, 5
13	14	Read and know chapt. 6 & 8 Do chapters 7, 9, 10 Read & know chapters 11, 12
14	21	<u>TEST</u> (Mag Card)

****NOTE**** - Evaluation exercises will be assigned upon completion of all practice work.