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WORD PROCESSING ELECTIVE

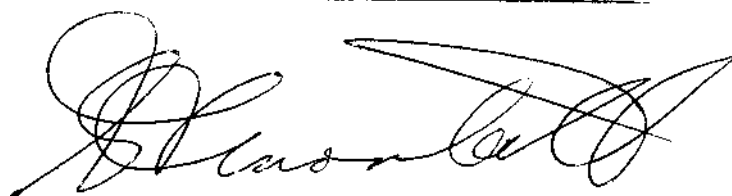
SPR270

(Theory & Production)

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rgvised- January 1982 - M.-Simpson

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WORD PROCESSING ELECTIVE
SPR-270
(Theory & Production Classes)

HANDS ON PORTION OF WORD PROCESSING IS A SEPARATE COURSE
OUTLINE - STUDENTS MUST SELF-SCHEDULE 3 HOURS PER WEEK ON THE
WORD PROCESSING EQUIPMENT.

TEXTS:

Word Processing in the Modern Office, Second Edition (Cecil)

Student Workbook for above

Typing from Handwritten Copy, by A.E. Klein

Typing Edited Copy for Word Processing, by A.E. Klein

MATERIALS:

Typing paper (not corrassable bond)

Correcting material

Dicti0nary

Reference Manual for Secretaries and Typists

TIME; 14 weeks

GENERAL OBJECTIVES:

Student will develop, through case studies, class discussions, reading of text and use of student workbook, a thorough understanding of Word Processing as it relates to:

- Records Processing and filing systems
- Communication/Di stri bution
- Electronic Data Processing
- Office Systems
- Feasibility Studies
- Selecting a Word Processing System
- Word Processing Careers

NOTE: One period per week will be devoted to theory and one period per week will be used for timed classroom production. Production assignments will be assigned at the beginning of each class.

GRADING

A	85 - 100
B	70 - 84
C	60 - 69
I	under 60

Students who are absent 20% of the time, or more, will not be given the privilege of using the make-up time for Incomplete grades.

Marks will be derived from:

Hands On Portion (working on W.P. machines)	60%		
Word Processing Theory/Production	40%		
Theory	Test #1 50%	Production:	Test #1 - 40%
	Test #2 50%		Test #2 - 40%
			Classwork - 20%

Week 1 familiarization with course outline

- discussion re assignments for Semester IV
- documents from handwritten and edited copy

Week 2 - student will understand the advantages/disadvantages of various copiers and duplicators.

- student will understand controls required for effective records processing, including micrographic systems (chapters 5 & 6, text)
- documents from handwritten and edited copy

Week 3 - Audio/Visual presentation

- report on above, to be submitted in week 4

Week 4 - student will understand the role of facsimile in today's information system.

- student will be able to explain how satellites affect a firm's communication systems and to explain the importance and make-up of telecommunications.
- student will gain an understanding of what a computer program is and the languages used by computers. Student will be able to differentiate between on-line and off-line.

Week 4 - cont'd.

student will be able to explain:

- how data transmission works
- the benefits of time sharing
- the benefits to be derived by office automation
(chapters 7 & 8, text)

documents from handwritten and edited copy

Week 5 - Vendor presentation

- report on above, to be submitted in week 6
- documents from handwritten and edited copy

Week 6 - Review of chapters 5 - 8 , text

- Case studies
- documents from handwritten and edited copy

Week 7 - Theory Test #1

- Production Test #1

Week 8 - student will understand office structures and the resulting tasks performed by the secretaries.
- chapter 9, text

Week 9 - student will learn of different kinds of feasibility studies and their techniques; how they are conducted, summarized and analyzed. Student will learn how employees are sold on the study and how a new system is implemented, (chapter 10, text)

- documents from handwritten and edited copy

Week 10 Audio/Visual presentation

- report on above, to be submitted in week 11
- documents from handwritten and edited copy

- Week 11 - student will be able to classify documents into specific categories found in offices and to describe documents produced in specific industries.
- students will describe kinds of word processing production systems best suited to produce specific kinds of documents
 - chapter 11, text
 - documents from handwritten and edited copy
- Week 12 - student will learn how the changing office, its equipment, and related aspects affect present and future office jobs. Descriptions of various modern office jobs and the skills word processing personnel need to succeed and progress in their careers are included, (chapter 12, text)
- documents from handwritten and edited copy
- Week 13 - Review of chapters 9 - 12
- documents from handwritten and edited copy
- Week 14 - Theory Test #2
- Production Test #2