

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

COURSE OUTLINE

Course Outline: WORD PROCESSING THEORY - ELECTIVE

Code No.: SPR 270

Program: EXECUTIVE SECRETARIAL

Semester: FOUR

Date: JANUARY 1984

Author; M. SIMPSON

New;

•Revision

APPROVED:

 ^^=?^

Chairperson

Date

WORD PROCESSING THEORY - ELECTIVE

SPR 270

Course Name

Course Number

<sup>IF</sup>

PREREQUISITE: - SPR 260

PHILOSOPHY GOALS:

Student will become familiar with the total concept of Word Processing as it relates to the office environment.

Student will develop through case studies, class discussions, and speakers, a thorough understanding of the five phases of Word Processing: Origination, Production, Reproduction, Filing, and Communication/Distribution.

Also studied will be:

- Office Systems
- Word Processing Analysis and Feasibility Studies
- Selection of Word Processing Systems
- Word Processing Careers

METHOD OF ASSESSMENT (GRADING):

A = 85 - 100%  
B = 70 - 84%  
C = 60 - 69%

SPR 260

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Test #1 - 40%  
Test #2 - 40%  
Research Project - 20%

Test #1 - 40%  
Test #2 - 40%  
Word Processing Log - 20%

Students will keep a running log throughout the course. This will be an overview of the lecture topics, presentations by vendors/users, and any other activities associated with the Word Processing Theory course.

TEXTBOOK(S):

No text required

REFERENCE MATERIALS:

- Word Processing In The Modern Office, Second Edition, Paula Cecil
- Word/Information Processing Concepts, Bergerud and Gonzalez
- Publications from International Information Word Processing Association

NOTE: Students will maintain a Glossary in addition to the log. Each lecture will generate new material for that glossary.

## SPR-270

- WEEKS 1 & 2 - Office systems
- WEEK 3 - Speaker
- WEEK 4 & 5 - Feasibility studies
- WEEK 6 - TEST #1
- WEEK 7 - Tour
- WEEK 8 & 9 - Selecting a Word Processing System
- WEEK 10 - Speaker
- WEEK 11 - Audio-Visual Presentation
- WEEK 12 & 13 - Word Processing Careers  
- A/V Presentation
- WEEK 14 - Logs are due  
- Case studies and discussion
- WEEK 15 - A/V Presentation
- WEEK 16 - Review
- WEEK 17 - TEST #2

NAME OF FIRM:

CONTACT PERSON:

DATE VISITED:

POSITION:

Is there Word Processing equipment?

If not, why?

If yes, what kind?

How many staff?

Who decided who should be trained?

Other equipment used?

Features best liked?

Educational background of  
secretaries?

Features least liked?

Skills feel most essential?

ADDITIONAL COMMENTS:

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