

SECRETARIAL STUDIES

Exam Offered: Text Production Level 1; Word Processing Level one

Teachers for 6th Form

Christine Tillson: Head of Secretarial Studies

Department Learning and Teaching Policy and Practice

Developing word processing skills will be a very liberating process. At the end of the course you will be able to produce high quality documents, set out to examination standard. You will have sufficient expertise to effectively produce a range of complex documents. Your teacher will expect total commitment during the course, reliable and punctual attendance with complete focus in lessons.

- **Master Learner**

In order to be an efficient and accurate word processing operator you will need to develop various skills and attitudes. These skills will be essential in your **Master Learner Learning Journey**. We know that **any student** can achieve the highest quality work and examination passes. 100% accuracy and presentation is achieved through commitment, focus and effort. In the table below you can see some broad descriptions of steps that you might take on your journey. We have called these steps Novice, Apprentice, Practitioner, Expert, and Master. It is possible that you will start your journey at Novice or Apprentice level, it is hoped that by the end of your course you will be working at Expert or Master level. The sooner you work at the higher levels the better your time on the course and, therefore, your grades will be. There will be a formal Master Learner Assessment and Review at least twice a year.

Master Learner Learning Journey. (Secretarial Studies)

Novice: You de-motivate others in the class; you are a very poor student, draining energy from others. You are not motivated and give up easily. You find it hard to concentrate. You spend much of the lesson distracting other students.

Apprentice: You think the skill is ok, but you do not feel confident. You want to do well, but you can give up when things seem to be too difficult.

Practitioner: You like word processing, you are developing the skill of keyboarding and you are finding it very useful in all of your other subjects. You are motivated by this progress and you can see how essential it is to persevere with this lesson.

Expert: You are becoming very a expert WP operator. You are a competent touch typist, you have covered the syllabus and you are working on past papers. You are beginning to get high marks for these examination papers because you know that 100% accuracy is what you must be aiming for. You understand that unless documents are completely accurate they are unmailable and therefore of no use. You are also confident about how to lay out a variety of business documents effectively.

Master Your skills are such that you are being recommended for higher papers than level one. This is very unusual because students only devote one lesson each week to this subject. You are extremely expert to the extent that you are thinking about seeking temporary secretarial work in the holidays.

• **Assessment Policy and Practice:**

You will be assessed on a day-to-day basis, periodically and transitionally

Day-to-Day:

You will be required to proof read and spell check every document you produce as a matter of course. Your teacher will correct all work for accuracy.

Periodic:

You will work past papers as a mock and also as practise for your examination. These examination papers will all be marked and a percentage will be awarded accordingly. Less than 95% is an unacceptable standard of work in this subject.

Transitional:

You will sit 2 exams in year these will be:

TEXT PROCESSING (LEVEL ONE)

WORD PROCESSING (LEVEL ONE)

Course Outline:

- **Year 12**

| Autumn Term | Spring Term | Summer Term |
|---|---|--|
| <ul style="list-style-type: none">• Touching Typing Skills• Editing text• Moving paragraphs within text• Bullet points• Centring vertically horizontally• Working with borders | <ul style="list-style-type: none">• Various business documents• Proof readers marks• Timed papers | <ul style="list-style-type: none">• External exams |

Wider Learning Opportunities

Students are invited to use the facilities in Room 47 or any other IT suite in their free time, in order to further enhance their skills.

HOME STUDY

There is structured home study but students are encouraged to develop their skills outside of the classroom as much as possible.

WEBSITES

Mavis Beacon is a recommended keyboarding software which can be downloaded free of charge from the internet. Some students may find that this is a useful skill building tool.