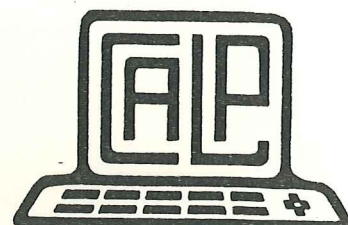


Computer
Competency
Certificate



Idea Proposed by : David Wilson
Programmed by : Ross Anderson
Manual Written by : Ross Anderson
Co-ordinator : Michael Gray

Computer Competency Certificate

Developed during a 2 year pilot programme

Sponsored by:

Labour Department

The Salvation Army (Otago) Employment Programme

Internal Affairs Department

Computer

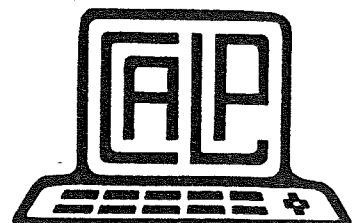
Assisted

Learning

Programme.

90 Crawford St.
P.O. Box 272
Dunedin

Phone 775.932



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AIMS

1. To encourage Trainees to look at themselves positively.
 2. To get a sense of achievement about the computer experience they have gained by seeing the relevant details collected for their Certificate.
 3. To give them practical keyboard experience.
 4. To produce a neat, typed copy to give to prospective employers of all the programs they have completed, and a logged count of hours worked.
- *****

ACTIVITIES INVOLVED

- Stage 1 - The Trainee keeps a Log Book of all the programs s/he has completed and the time spent. These programs are used for their final Computer Competency Certificate.
- Stage 2 - The Trainee types these details into the computer in answer to the prompts.
- Stage 3 - The Supervisor checks it.
- Stage 4 - A copy (or copies) are printed in an attractive professional format ready to be given to prospective employers.

REQUIREMENTS

1. PREPARATION

- (A) In the log book the Trainee records every program completed and the amount of time spent on that program (Stage 1). (Sample of log book time sheet, Appendix 5).

2. SUPERVISION

- (A) The Supervisor is to check after each session on the computer that the Trainee's book is filled out correctly.
- (B) The Supervisor checks that the programs have been done, and proofreads, after the details have been typed. (Stage 3).

3. EQUIPMENT

Stage 1 - The Log Book.

Stage 2 - Dictionary.

Stage 4 - Printer.

4. TIME

- Stage 1: 1 to 2 minutes per program.
- Stage 2: 15 to 20 minutes depending on typing experience.
- Stage 3: about 5 minutes per Trainee.
- Stage 4: 1 to 5 minutes depending on number of copies.

5. TECHNICAL REQUIREMENTS

CORE NAME "CERT"

Copy CERT & Copy PFILE will copy
all files needed for this program.

The Disk Menu should CHAIN "CERT1.BAC"

The MAIN PROGRAM is CERTCOMP.BAC

Files on disk are:

CERTCOMP.BAC

CERT1.BAC

CERT1.BASneeded if you change the name of
organisation on certificate.

CERT.BAC

CERTPRT.BAC ...usually claimed from SERVICE MENU
(SERVICE.BAC)

Note: There is a special page concerning passwords for this program. It should be filed in a safe place! It also names the relevant password files/

INSTRUCTIONS

Stage 1: (Log Book).

In the Log Book the Trainee keeps a record of all the programs they have completed and the time they spent on each program. The program names are used for their final Certificates.

A sample log book time sheet - given in Appendix 5, p.17.

Stage 2; (typing into the computer).

- (A) Before you start, check that the Trainee has a maximum of 12 programs to type in. If they have more, select the best 12 programs, as that is all that can be printed.
- (B) The computer will ask which printer you have. Type in the appropriate letter.
- (C) Prompts appear on the screen and the Trainee answers with the appropriate information.

Example. . .

```
*****
**
**      NAME? :  Fred Dagg
**
**      DATE? :  1st March 1985
**
**      HOURS?:  10
**
**      PROGRAM?  Computer Awareness.
**
**      PROGRAM?  Introduction to Computers
**
*****
```

- (C) During entry the Trainee has the chance to change anything he/she wants and a final edit stage to do more changes.

Stage 3: (Supervisor Check).

This check serves two purposes ...

- (1) That the Trainee has actually done all the Computer Courses listed.
- (2) That the spelling etc. is correct.

Password : The Supervisor will be asked for the password.
The password is given on the loose sheet attached to this manual.
It should be detached and kept in the Manager's or Senior Supervisor's office, available only to Supervisors.

Editing : The Supervisor has the chance to see everything the Trainee has typed in and change whatever necessary. He/she can DELETE at the cursor. If no change is needed simply press ENTER but if there are spelling corrections, type over with the correction and press ENTER. The cursor will then move to the next line.

Stage 4: (Printing Copies).

Note: To change the name on the certificate to that of your organisation see Appendix 4, p.16.

To set up the Pacesetter 80 Printer see Appendix 1.

The computer will ask if there is a printer connected.
If not the program is saved, to be printed at a later date.

If the printer is connected, the supervisor is asked:
"What type of printer do you have?"

The models for which Printer Files are on disk are listed
(e.g. MX 100 and Pacesetter 80).

If your printer model is not listed, either try one that is listed or see Appendix 3: Creating a New Printer File.

When the appropriate Printer File is chosen one or more copies of the certificate will be printed out in a professional looking format (See Appendix 2) for the Trainee to use when applying for a job.

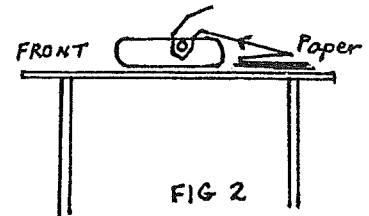
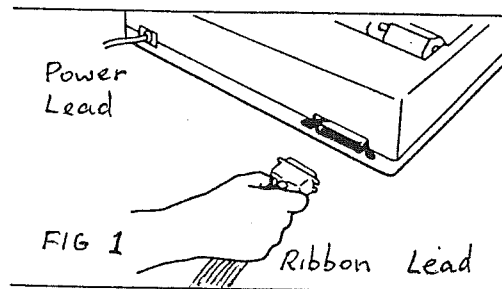
APPENDIX 1: SETTING UP THE PRINTER

P R I N T E R

(Pacesetter 80)

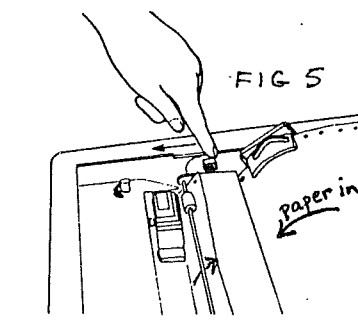
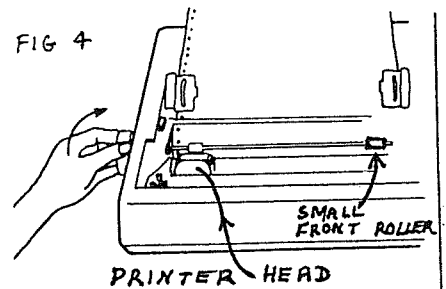
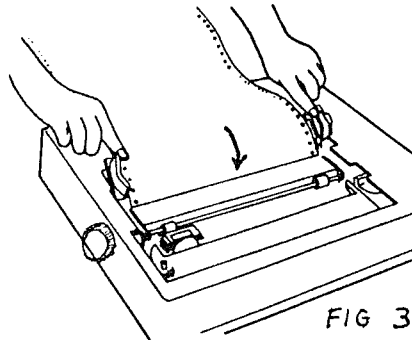
CONNECTING THE PRINTER *****

1. Plug into the power supply.
2. Take the ribbon lead and plug it into:
 - a) the socket at the back of the printer
 - b) the PARALLEL socket at the back of the disc drive.
3. Turn on the POWER at the wall switch.
4. Turn on the PRINTER POWER switch at the side of the printer.



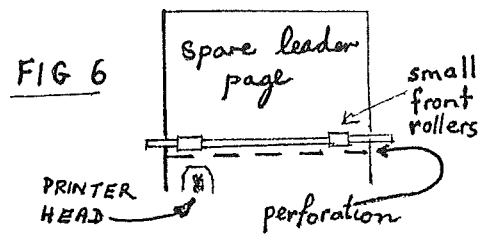
LOADING THE PAPER *****

1. Place the paper at the rear of the printer. (see fig. 2)
2. Feed the paper over the end of the printer. (see fig. 2)
3. Open the tractor wheel covers. (see fig 3) Line up the holes over the tractor sprockets.
4. Feed the paper over the tractor wheels. (see Fig 3)
5. Close the wheel covers.
6. Wind the paper under the main roller, past the PRINTER HEAD, and under the small front rollers. (see fig. 4)
7. Set the LEFT LEVER forward to the TRACTOR POSITION. (see fig. 5)



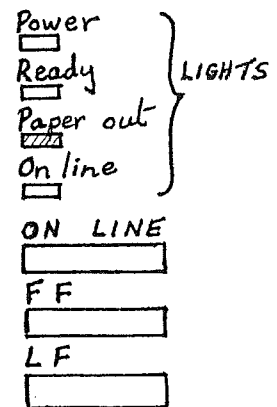
 SETTING THE PAGE PERFORATIONS

1. Turn OFF the side switch.
2. Turn the side handle until the page perforation is just above the PRINTER HEAD and under the small front rollers. (see fig 6)
 There should ALWAYS be a leading page as in Fig 6.
3. Turn ON the side switch.
 (The ON LINE light should be green).



TEARING OFF PRINTED PAGES

1. Push the ON LINE switch. (the light will go OFF)
2. Push FF (form feed) . . DO NOT TOUCH LF.
3. When the paper stops moving - push the ON LINE switch (the light will go on).
4. Now hold the paper and tear along the page perforation that is above the leading page. NEVER tear along the perforation near the PRINTER HEAD.



SEE THE PRINTER MANUAL for more details if required.

 IN AN EMERGENCY . . TURN OFF THE PRINTER'S SIDE SWITCH.

CERTIFICATE
OF
COMPLETION

FROM

THE SALVATION ARMY EMPLOYMENT PROGRAMMES

THIS IS TO CERTIFY THAT

```
*****
*                                     *
*      GEORGE WASHINGTON              *
*                                     *
*****
```

HAS SATISFACTORILY COMPLETED

A COURSE OF

ELEMENTARY COMPUTER ASSISTED LEARNING

IN

THE FOLLOWING TOPICS

* INTRODUCTION TO COMPUTERS

* COMPUTER AWARENESS

* PERSONAL RECORD FORM

* KEYBOARD SKILLS

* PHONE ORDERS

* BASIC MATHS

* STOCKTAKING

* MUSIC COMPOSITION

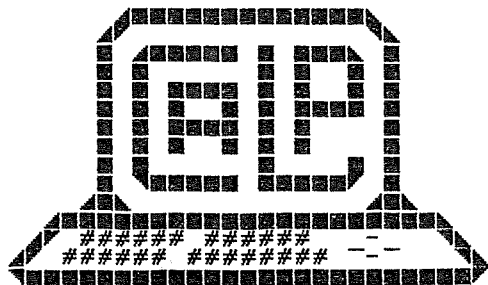
* W.S.D.P. ADVENTURE

TOTAL HOURS: 15 hours.

DATE: 8th March 1985

SIGNED.....

on behalf of the
COMPUTER ASSISTED LEARNING PROGRAMME



Appendix 3. CREATING A NEW PRINTER FILE.

Printer File programs are available for the MX100 and the Pacesetter 80. However if your printer is neither of these and you find that the print - out is not as expected you will need to create your own printer file.

To do this you will need your Printer Manual and the program PFILER (Printer File Manager).

This program a) allows you to enter the control codes for your printer
 b) runs a test to check that these are correct and
 demonstrate which of the controls your printer has availabl
 c) allows you to further modify the control codes.

Information Necessary

From your Printer Manual you will need to find out:

- 1) What are the control codes assigned to the printer functions asked for in this program?


The program allows for up to 3 numbers in each code.

Your Printer manual may give the keys or symbols, the ASCII decimal code, the hexadecimal code, all three, or a combination of these! You need to sort out what are the decimal codes.

e.g. the control code for EMPHASIZED ON might be <ESC> "E". The keys then need to be translated into ASCII code (i.e. given the numbers assigned to them in the international ASCII decimal code).

In ASCII code <ESC> = 27 and "E" = 69 so the code would be entered as 27 for the first number and 69 for the second.

- 2) Do the printer fonts (characters) include these symbols:
What are their codes?

If your printer does not have these you will be asked: 

3. Does the printer have Bit Image Mode (Normal Density)?

It is suggested that you study closely the 18 controls printed at the end of the sample printer tests for the Pacesetter 80 and MX100. These show how the controls are stored (in their ASCII or decimal codes) for these two models. Then study your printer manual and search out the equivalent controls and translate them to their decimal codes.

RUNNING THE PROGRAM

Run "PFILER"

It will ask

- 1) Printer name e.g. MX 80
- 2) Enter the Following Control Codes:
 e.g. if ESC = CHR\$ (27) then x = 27.
 For NO CHARACTERS , JUST PRESS ENTER.






Line Feed CHR\$ (x): x = ?

Enter the decimal code for Line Feed that is appropriate for your printer.

As noted, for each printer control there is a maximum of 3 codes. If there is only 1 code then just press ENTER when asked for the second time. Similarly if only 2 codes just press ENTER when asked for the 3rd time. If the control is not available on your model (e.g. no underline) then just press ENTER the first time.

[Notes

- i. Usually ESC = CHR\$(27)
- ii. For control 17 "Set Line Spacing to N/72" do not include N or a value for N. (The N will be added in the programs.)
- iii. Similarly Bit Image Normal Mode is usually given as ESC + "K" + N1 + N2 i.e. CHR\$(27) + CHR\$(75). Do not include the N1 and N2. They will be added in the programs.]

- 3) Is there a special character set?     

Enter their codes.

If not you will be asked,

- 4) Is there BIT IMAGE MODE ?

If so select a field size.

PFILER.BAS is available should it be necessary to create new data for BIT IMAGE size, other than the 4 sizes available.

- 5) Do you want to change anything?

- 6) Is the printer (for which this is being written) ready ?

A Test/Report is printed and can be checked to see if all the controls are functioning as expected. (See the sample tests on the next page e.g. Note that the Pacesetter 80 offers underlining and italics while the MX 100 does not.)

- 7) Do you wish to change anything?

This is a further chance to change any of the codes that are not functioning correctly.

The program then creates the next PFILE (e.g. PFILE103. DAT)
and your printer's name will appear as an option next time you
run the Computer Competency Certificate or Personal Record Form.

Printer Test for Pacesetter 80

Line feed...Is there a MISSING line under this line?...

Form feed. There should be a big white space following

Carriage return is working if the 'a' is in Carriage.

Double width on and OFF

Compressed print on

and Compressed Print OFF

Compressed print on and OFF If this line does not work then

it means Comp. print must be either ON or OFF for a whole line.

Underline is now on and Underline is now OFF

Italics on and Italics OFF

Emphasized on

and Emphasized OFF

Emphasized on and Emphasized OFF. If this does not work then

it means Emph. print must be either ON or OFF for a whole line.

RESET PRINTER

PRINT

The word above is PRINT. If it is distorted, you have EITHER

Typed the wrong CODES for BIT IMAGE MODE or

Selected the wrong character size! Have another try!

The following printer control codes have been entered:

1. Line feed.....CHR\$(10)
2. Form feed.....CHR\$(12)
3. Carriage return.....CHR\$(13)
4. Double width on.....CHR\$(14)
5. Double width off.....CHR\$(20)
6. Compressed print on.....CHR\$(15)
7. Compressed print off.....CHR\$(18)
8. Underline onCHR\$(27) CHR\$(45) CHR\$(1)
9. Underline off.....CHR\$(27) CHR\$(45) CHR\$(0)
- 10 Italics onCHR\$(27) CHR\$(52)
- 11 Italics off.....CHR\$(27) CHR\$(53)
- 12 Emphasized on.....CHR\$(27) CHR\$(69)
- 13 Emphasized off.....CHR\$(27) CHR\$(70)
- 14 Reset PrinterCHR\$(27) CHR\$(64)
- 15 Set perforation skip.....CHR\$(27) CHR\$(78)
- 16 Release perforation skip..CHR\$(27) CHR\$(79)
- 17 Set line spacing to N/72..CHR\$(27) CHR\$(65)
- 18 Bit Image NORMAL DENSITY..CHR\$(27) CHR\$(75)
- 19 SQUARE.....■
- 20 BOTTOM RIGHT.....▲
- 21 BOTTOM LEFT.....◀
- 22 TOP RIGHT.....▼
- 23 TOP LEFT.....▴

Printer Test for MX-100

Line feed...Is there a MISSING line under this line?...

Form feed. There should be a big white space following

Carriage return is working if the "a" is in Carriage.

Double width on and OFF

Compressed print on

and Compressed Print OFF

Compressed print on and OFF If this line does not work then

it means Comp. print must be either ON or OFF for a whole line.

Underline is now on and Underline is now OFF

Italics on and Italics OFF

Emphasized on

and Emphasized OFF

Emphasized on and Emphasized OFF. If this does not work then

it means Emph. print must be either ON or OFF for a whole line.

RESET PRINTER

RESET PRINTER

PRINT

The word above is PRINT. If it is distorted you have selected the wrong character size! Have another try!

The following printer control codes have been entered:

1. Line feed.....CHR\$(10)
2. Form feed.....CHR\$(12)
3. Carriage return.....CHR\$(13)
4. Double width on.....CHR\$(14)
5. Double width off.....CHR\$(20)
6. Compressed print on.....CHR\$(15)
7. Compressed print off.....CHR\$(18)
8. Underline on
9. Underline off.....
- 10 Italics on
- 11 Italics off.....
- 12 Emphasized on.....CHR\$(27) CHR\$(69)
- 13 Emphasized off.....CHR\$(27) CHR\$(70)
- 14 Reset Printer
- 15 Set perforation skip.....CHR\$(27) CHR\$(78)
- 16 Release perfotation skip..CHR\$(27) CHR\$(79)
- 17 Set line spacing to N/72..CHR\$(27) CHR\$(65)
- 18 Bit Image NORMAL DENSITY..CHR\$(27) CHR\$(75)
- 19 SQUARE.....
- 20 BOTTOM RIGHT.....
- 21 BOTTOM LEFT.....
- 22 TOP RIGHT.....
- 23 TOP LEFT.....

APPENDIX 4 :

CHANGING THE NAME OF THE ORGANISATION

The name presently on the program certificate is " The Salvation Army Employment Programmes ". (See Appendix 2).

If you wish to change this to the name of your organisation e.g. Wellington Polytechnic, Y.P.T.P.,

1. Go into basic. (Type PB from a Polymenu, or choose " GO INTO BASIC "
from a C.A.L.P. disk menu.)
2. Type ... LOAD " CERT1.BAS "
3. Type ... LIST 3 - 15
4. Change line 15
5. Type ... SAVE " CERT1.BAS "
6. Type ... COMPILE " CERT1.BAC "

COMPUTER COMPETENCY CERTIFICATE

PASSWORD

(Needed for Stage 3, the Supervisor's check)

When the program was supplied the current password was ROSS.

To change the password ...

(1) Insert the disk containing the
Computer Competency Certificate.

(2) Go into BASIC and type ...

RUN " CERTPASS.BAC "

then press ENTER

NB. This program is not listed on the catalogue.

To ensure the Computer Competency Certificate Program is not abused,

THIS PAPER SHOULD BE KEPT IN A SECURE PLACE, SEPARATE FROM THE
MANUAL AND BE AVAILABLE ONLY TO SUPERVISORS.

If at any time you change the password make sure you note it on here.

Surname

STARTING DATE

GROUP

