

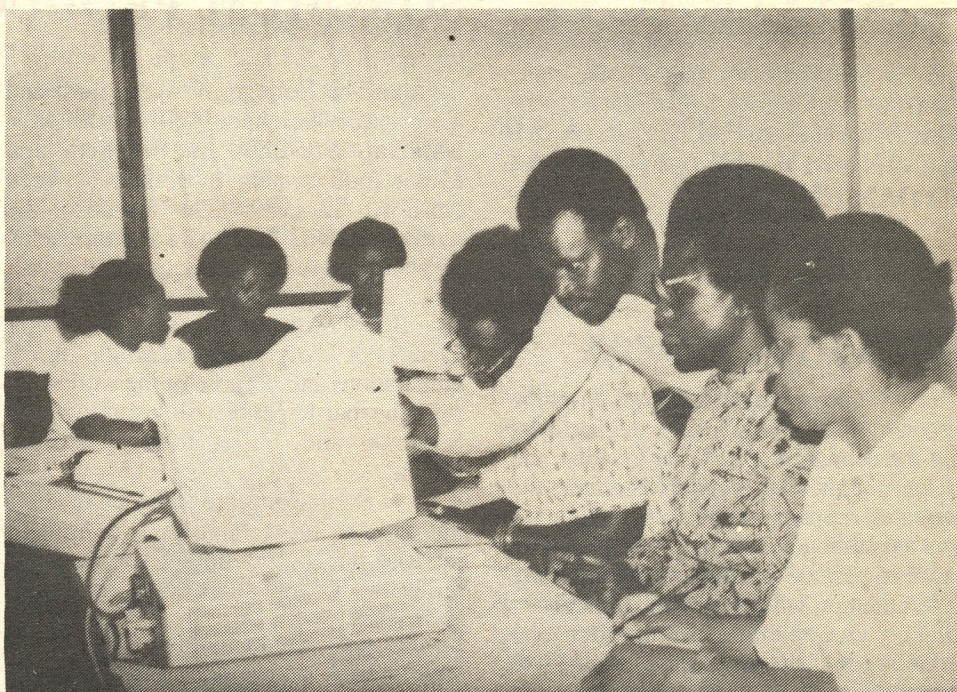
VARSITY SECRETARIES TO GO HI-TECH.

Secretarial services at the University are rapidly being computerised to improve efficiency and cope with the modern secretarial trends. A survey conducted by *Varsity focus* showed that already, most of the top university offices have been installed with secretarial micro-computers. The most common computers used are Neptune and Macintosh which can be used to type and edit any kind of text with minimal attention from the secretary.

The current issue of the *Varsity Focus* was typeset and printed using macintosh SE laser printer, camera ready for final printing.

The three secretaries, Angelline Thyaka, Grace Waweru, Elizabeth Sagala who handled the first typesetting of the current issue of *Varsity Focus* had to be given two weeks induction course by Mr. J.K. Mbugua, secretary, Department of Pharmacology and Toxicology during this period, says Mrs. Angelline P.M. Thyaka, a secretary at the University Press, "I can now typeset and arrange in the correct column size, the text, in addition to setting the correct headlines and doing the necessary editing."

"It was difficult at the beginning, but now I have mastered the art and it is much easier but challenging and taxing" adds the soft spoken Angelline. In future all the typesetting work of *Varsity Focus* will be done using the computers".



Going High-Tech? Varsity secretaries listen attentively during a computer training programme at Chiromo Campus.

Mr. Awori wa Kataka, a Senior Assistant Registrar, Recruitment and training, told *Varsity Focus* that plans are underway to train the entire secretarial staff how to handle the new facilities.

He said the University has organised a computer training programme at Chiromo's Institute of Computer Science. The training has so far benefited about 20 secretaries. He said the University will soon make the computer course a mandatory requirement for secretaries wishing to get employment with the University.

The computers readily detected and corrected spellings from a large dictionary disk. They have in-built calculators with the usual mathematical operations. They also have trigonometric functions. The machines can electronically save typed texts in a file disk. These, unlike the conventional typewriters, maintain a high degree of secrecy crucial in any organisation.

Across section of secretarial staff interviewed by *varsity focus* hailed the decision by the University authorities to acquire the micro-computers, saying it will make their work easier, efficient and comfortable. The computers were first

installed at the academic division.

Mrs. Grace Momanyi, a secretary at the Deputy-Vice-Chancellor's (academic) office said the Wordstar recorded the typed text on the screen. "You read your text on the screen and you can re-arrange it as you want, before printing a paper copy on the printer.

She added that she enjoyed using the computer as it reproduces many original copies with the use of a printer component unlike the conventional system of preparing a stencil which has to be manually cyclostyled.

Meanwhile the department of Geography bid farewell to Mrs. Joyce Mwaniki, a Secretary to the Department's Chairman who had served the University for over a decade.

Addressing the Department's staff at a well attended farewell party in his office on February 9, Dr. H.O. Ayiamba, Chairman of Department of Geography praised Mrs. Mwaniki for the exemplary relationship and contact which he said reflects the good image of the department. The Chairman congratulated Mrs. Mwaniki and wished her well in her new appointment.



Mr. Awori: "mandatory"