The LEO Automatic Office

COMPUTER TRAINING COURSES

LEO Computers Ltd. hold courses in London at frequent intervals throughout the year.

The courses are based on the unique experience which has been gained as a result of using an electronic computer for regular clerical work over a long period. They are comprehensive and cover both the theory and practice of programming for an Automatic Office.

The training is given by programmers and other experts with unrivalled practical experience over a very wide field of both clerical and mathematical work.

THE EXECUTIVE COURSE

is a one week course for Management Executives, Consultants and Professional Accountants, who wish to obtain an understanding of the way in which an Automatic Office works but who do not propose to engage in programming.

THE PROGRAMMING COURSE

is a five week course designed to give the basic training necessary to undertake programming; it is also valuable for the organization and methods specialist who is to be associated with the application of a computer.

Programmed precautions. Data vetting. Data matching. General checks and reconciliations.

The model job. Discussion of requirements. Developing a chart. Input and output arrangements. Allocation of the store and tape layouts. Card layouts and reconciliations. Detailed chart. Coding the job. Arrangement of trials. Preparing trial data. Preparing trial operating procedure. Operating instructions. Trial I. Modifications to trial I. Trial II. Recapitulation of trial procedure.

Practical techniques. Data preparation. Post mortems.

An Automatic Office in action. Current applications.

The dates of courses may be obtained on application to:

LEO Computers Limited,
Elms House, Brook Green,
London, W.6.

THE EXECUTIVE COURSE

This is a one week course designed to give Executive Managers, Consultants and Professional Accountants an opportunity to gain a general understanding of how an Automatic Office works, how a clerical job is prepared for an Automatic Office, and what is involved in carrying out clerical work by means of an Automatic Office. The fee for the week is twenty-five guineas.

SYLLABUS

The Role of the Computer. How an Automatic Office can be applied to clerical work. The advantages to be obtained from the use of an Automatic Office. Examples and demonstrations of practical applications.

General Principles. The different units of an Automatic Office. Facilities for the input and output of data and results. Binary notation and the principles of binary arithmetic. The way in which items of data are handled in the computer. Programme orders and how they are interpreted and executed.

Programming. How problems are coded. Sequence change orders, repetitive sequences, and modification of orders. Developing a flow chart. The preparation of detailed charts and the organization of coding. The lay-out of forms for date and results. The allocation of store space. How programme trials are organized.

The O. & M. Approach—How to conduct an investigation on a possible computer application. The general requirements of an office organization to make an Automatic Office worth while. Preparation of data. Operation, installation and maintenance. Staffing and costs.

THE PROGRAMMING COURSE

This course is primarily intended for training new recruits for the LEO Organization, but a limited number of trainee programmers from other organizations can be accepted.

An important feature of the course is the provision for trainees actually to prepare a programme for a specimen job and to test the programme so produced on the LEO II Automatic Office. The fee for the five weeks is one hundred and ten guineas.

SYLLABUS

The fundamental characteristics of computers in general and LEO in particular. General introduction—how LEO functions. The different parts of LEO. Numbers and orders in LEO. Binary arithmetic. Simple circuit elements. Simple arithmetic circuits. The Co-ordinator.

The input and output facilities necessary to do office work on computers. General input and output. Tape input. Card input and output. The printer. Programming for tape input. Programming for binary cards. Programming for printing. Printing exercise. Programming for decimal cards. Magnetic Tape. Drums.

Basic practice in coding. Arithmetical orders. Multiply and shift orders. Sequence changes. Modifications of orders. Collation and modifying single orders. Division and percentages. Sub-routines. Accuracy.

The way the coded programme is put together and put into LEO in the right form. Section and stage references. The index. Input of orders. The input of numbers. Inter-stage references. End directives.