

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

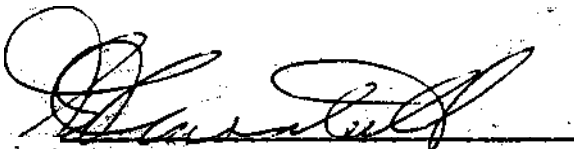
COURSE OUTLINE

Course Title: WORD PROCESSING EQUIPMENT
Code; No.: WPC 100
Program; OFFICE ADMINISTRATION
Semester: ONE AND TWO
Date:, SEPTEMBER 1986
Authar: SHELLEY BOUSHEAR

New:

Revision:

APPROVED:


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Kd-d^r-zc^
Date

CALENDAR DESCRIPTIONWORD PROCESSING EQUIPMENTCourse NumberPHILOSOPHY/GOALS:

The students will learn a specific word processing program on the IBM PC. The student will become proficient in the use of the IBM PC equipment to enable him/her to operate an IBC computer in an office.

METHOD OF ASSESSMENT (GRADING METHOD):

Students will be evaluated on the following basis:

Two tests	80%
Homework Assignments	20%

A = 85 - 100%

B = 70 - 84%

C = 60 - 69%

R = Below 60%

Marks will be deducted for errors as follows:

- 5 marks off for spelling/proofreading errors
- 2 marks off for each formatting error
- 5 marks off for not completing on time

TEXTBOOK(S)/PROGRAM(S)

"Gregg Typewriting for Colleges"

Authors: Alan C. Lloyd, John L. Rowe, Fred E. Winger and Janet H. Stevenson, McGraw-Hill Ryerson Limited.

"Easy Writer II System" (text and program)

Published by Basic Software Group, Inc., Vancouver, BC, 1984.

Diskette for the IBM PC.

*A

- (10) Rulers/Margins
 - . Left Margin
 - . Right Margin, Justified, N
 - . Tabs
 - . Adjust

(11) Cut and Paste

(12) Copying Blocks

(13) Pagination

(14) Merge Function

(15) Go To

Time permitting.....

(16) Header/Footer

(17) Search
Search and Replace

(18) Mail Merge

(19) Correction Speller

COURSE LENGTH:

%

Classes are for a duration of 3 to 4 weeks and are held daily at a specified time. Students are scheduled to work on the equipment during the 3-4 week time period. The first hour will consist of a lecture, questions and answers, and practice. The second hour is unsupervised and students will be given an assignment that must be completed during the second hour. Diskettes will be checked. If the student has a problem during the second hour, he/she should write it down and ask the instructor about it the following class. Students may use the lab whenever there isn't a class using it.

OBJECTIVES:

The following objectives may or may not relate to day-to-day activities, depending on the need for review, etc.

- (1) Introduction to the IBM computer includes:
 - 1) Terminology related to these machines.
 - 2) Familiarization with the equipment.
 - 3) Command for Loading the system.
 - 4) Exploring the IBM Personal Computer

- (2) Diskette handling
Directory, disk drives, more about DOS
Directory
Formatting a disk

- (3) Easywriter II - your word processing program

- (4) Menus

- (5) Opening files
Documents
Editing

- (6) Cursor
Word wraparound
Function keys

- (7) Preparing and typing documents

- (8) Printing

- (9) Commands such as:
 - . Boldface
 - . Underline
 - . Centre

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