

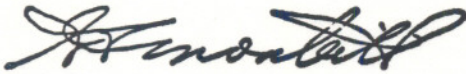
SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: LEGAL WORD PROCESSING  
Code No.: LWP 300  
Program: OFFICE ADMINISTRATION  
Semester: THREE  
Date: SEPTEMBER 1987  
Author: SHEREE WRIGHT

New: \_\_\_\_\_ Revision: x

APPROVED:   
Chairperson

87-09-09  
Date

## LEGAL WORD PROCESSING

### PHILOSOPHY/GOALS:

Students will become proficient in the use of the Word-11 Version 4.0 word processing software used on the VAX computer. Students will be given enough time on the VAX computer to enable them to be well prepared to accept a job offer in the field of word processing.

### COURSE OBJECTIVES:

Using a balanced treatment of word processing concepts and applications, students will be given the skills necessary to prepare documents on a wide variety of electronic equipment. Upon completion of the program, students should be able to:

- recognize the advantages of an electronic word processor over a typewriter
- describe the history and development of word processing
- identify the variety of electronic word processing equipment used in the modern office
- identify career opportunities in word processing and related fields
- prepare documents using all the major functions of the Word-11 Version 4.0 word processing software

### METHOD OF ASSESSMENT (GRADING):

Students will be evaluated on the following basis:

Four Tests (three theory tests and one "hands-on" test @ 20% each)	80%
Homework Assignments	15%
Project	<u>5%</u>
	100%

A+	=	95 - 100%
A	=	85 - 94%
B	=	70 - 84%
C	=	60 - 69%
R	=	Below 60%

Marks will be deducted as follows:

- 5 points for each proofreading or spelling error
- 2 points for all other errors, i.e. spacing, format, margins, etc.
- 1/2 or 5 points for each punctuation error

If a student is not able to write a test because of illness, or a legitimate emergency, that student must contact the instructor prior to the test and provide an explanation which is acceptable to the instructor (medical certificates or other appropriate proof may be required). In cases where the student has contacted the instructor, and where the reason is not classified as an emergency, i.e. slept in, forgot, etc., the highest achievable grade is a "C". In cases where the student has not contacted the instructor, the student will receive a grade of "0" on that test. THERE WILL BE NO REWRITES OF TESTS.

Field trips and guest speakers are arranged to supplement classroom activities. Attendance is mandatory. If a student is not in attendance, then the student will have a choice of either (a) a loss of 10% of the accumulative semester mark, or (b) preparing a paper relating to the field trip or topic under discussion - particulars to be approved by instructor.

One hundred percent of regular classroom work is expected. While all homework is to be handed in, the instructor will randomly select work from the daily assignments and assign a grade to it. Work which is not submitted by the due date, or work handed in incomplete, will result in a loss of 10 marks for each occurrence from the total semester mark, unless the instructor is aware of a valid reason prior to submission date.

TEXTBOOKS:

- Glencoe Word Processing - A Practical Guide to Concepts and Applications  
Marianne Levin-Cohen, Glencoe Publishing Company, 1985.
- Word-11 Pocket Guide - Version 4.0  
Data Processing Design, Inc., 1986.

WORD-11 OBJECTIVES:

The following objectives will be covered using Word-11 Version 4.0 word processing software.

1. Document Creation
  - a) Status Line
  - b) Editing Documents - Rub Key  
- Delete Key
  - c) Mini-Keypad
  - d) Control Characters
2. Highlighting Text
  - a) Centring
  - b) Bolding
  - c) Underline
  - d) Composite
  - e) Overstriking
  - f) Superscript
  - g) Subscript
  - h) Upper/lowercase
  - i) Date & Time
3. Deleting Text
4. Viewing Text
5. Rulers & Tabs
  - a) Rule Definition Mode
  - b) Saving Rulers
  - c) Recalling Rulers
  - d) Deleting Rulers
  - e) Nested Rulers
6. Text Manipulation
  - a) Cut and Paste
  - b) Search
  - c) Search and Replace
  - d) Repeat
  - e) Bookmark

7. Paging and Printing Documents

- a) Fixed Page Break
- b) Previewing Page Breaks
- c) Moving to a Page
- d) Finding a Line Number
- e) Printing Documents

8. List Processing

- a) The List Document
- b) The Form Document
- c) The Selection Specification
- d) The Output Document
- e) Creating Labels

9. Hyphenation

10. Spelling Error Detection

11. Headers/Footers

12. Mail Utility

13. Sorting List Documents

14. Document Transfer Utility