SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: LEGAL WORD PROCESSING

Code No.:   LWP 300

Program: OFFICE ADMINISTRATION

Semester: THREE

Date: SEPTEMBER 1988

Author: SHEREE WRIGHT

                         :

                    New: _____   Revision: X

APPROVED: _G. Monteith /pg_   _88-09-07_
            Chairperson   Date

LEGAL WORD PROCESSING (LWP 300)

PHILOSOPHY/GOALS:

Students will become proficient in the use of the Word-11 Version 4.1 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

- identify the differences and similarities of computers

- prepare documents using all the major functions of the Word-11 Version 4.1 word processing software

METHOD OF ASSESSMENT (GRADING):

Students will be evaluated on the following basis:

Tests (three)	70%
Homework Assignments	30%
	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 error, spelling error, or major format error

- 2 points for all other errors, i.e. spacing, minor 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 "O" on that test.
THERE WILL BE NO REWRITES OF TESTS.

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.

TEXTBOOK:

Word-11 Training Course, Rita Taraborrelli, Computer Services Department,
Sault College

WORD-11 OBJECTIVES:

The following objectives will be covered using Word-11 Version 4.1
word processing software.

1. Logging on the Computer
    Changing a Password
    Terminal Keyboard
        1. Mode Keys (white) - Advance, Back Up
        2. Movement Keys (blue)
        3. GOLD AND GREEN Keys
    Creating a Document
    Filing a Document
    Listing your Index
    Editing a Document
        1. RUB Keys
        2. DELETE Keys
    Logging off the Computer

2. Highlighting Text
        Selecting
        1. Centering
        2. Bolding
        3. Underlining
        4. Composite
        5. Overstrike
        6. Superscripting
        7. Subscripting
        8. Uppercase/Lowercase
        9. Date and Time
        10. Date and Time Marker
        11. Deleting Highlighting
        12. View Modes
    Printing Text

3. Rulers and Tabs
        1. Margin Settings
        2. Tab Settings
        3. Spacing
        4. GOLD-R
        5. Saving Rulers
        6. Recalling Rulers
        7. Deleting Rulers

4. Mail Utility
    Phone Utility
    Speller

5. Text Manipulation
        1. Simple Cut and Paste
        2. Search
        3. Search and Replace
        4. Repeat
        5. GOLD-Y (Bookmark)
        6. GOLD-Get

6. Paging and Printing
        1. Fixed Page Break
        2. Previewing Page Breaks
        3. Moving to a Page
        4. Finding a Line Number
        5. Printing your Document
    Document and Transfer Utility

7. Headers and Footers
        1. Numbering your Pages
        2. Setting your Page Numbers
    Hyphenation

8. List Processing
        1. The List Document
        2. The Form Document
        3. The Selection Specification Document
        4. The Output Document
        5. Running List Processing

9. More Rulers - Nested Rulers

10. More Rulers - Side-by-Side Columns

11. More Rulers - Newspaper Columns
     Thesaurus

12. Automatic Paragraph Labelling

Schedule of topics to be covered may be changed.
If time permits, additional topics may be covered.