

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO



COURSE OUTLINE

Course Title: EXECUTIVE WORD PROCESSING

Code No.: EWP300

Program: OFFICE ADMINISTRATION - EXECUTIVE

Semester: THREE

Date: SEPTEMBER, 1989

Author: SHELLEY BOUSHEAR

New: _____ Revision: _____ X

APPROVED: [Signature]
Chairperson

89-07-05
Date

PHILOSOPHY/GOALS:

Students will become proficient in the use of the Word-11 Version 4.1 word processing software used on the VAX 11-780 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 a computer software package over a typewriter
- identify the differences and similarities of computers and software programs
- 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%
	<hr/>
	100%

A+ =	90-100%
A =	80- 89%
B =	70- 79%
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 to -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.**

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.

Each student will be required to keep a file in a designated classroom. This will facilitate the return of assignments, grades, and delivery of messages the Office Administration faculty need to relay to the student.

TEXTBOOK:

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

A+	90-100%
A	80-89%
B	70-79%
C	60-69%
F	Below 60%

Marks will be deducted as follows:

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

WORD-11 OBJECTIVES:

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

- | | |
|--|---|
| 1. Types of Computers
Logging on the Computer
Changing a Password | Teacher's Handout/Notes |
| Terminal Keyboard
1. Mode keys (white) Advance,
Back Up
2. Movement keys (blue)
3. GOLD and GREEN keys | Text - <u>Word-11 Training Course</u> |
| Creating a Document
Filing a Document
Listing your Index
Editing a Document
1. RUB keys
2. DELETE keys
Logging off the Computer | Text- pgs. 1.1 - 1.7
Assignment from "Creating and
Editing a Document" (text)
Project #1 "Creating and
Editing a Document" |
| 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 | Text - pgs. 2.1 - 2.5
Assignment from "Highlighting Text"
Project #2 "Highlighting 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 | Text - pgs. 5.1 - 5.3

Text - pgs. 3.1 - 3.5
Assignment from "Rulers & Tabs"
Project #3 "Rulers * Tabs" |

WORD-11 OBJECTIVES: (cont'd)

4. Speller

Text - pgs. 8.1 - 8.3
Assignment from "Using the Speller"

TEST #1

5. Mail Utility
Phone Utility

Teacher's Handout/Notes
Project #4 Mail Utility

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

Text pgs. 4.1, 4.3
Assignment from "Text Manipulation"
Project #5 "Text Manipulation"

7. List Processing
1. The List Document
2. The Form Document
3. The Selection Specification Document
4. The Output Document
5. Running List Processing
6. Envelopes/Labels

Text pgs. 7.1 - 7.5
Assignment from "List Processing"
Project #6 "List Processing"

Community Service Project

TEST #2

8. Paging and Printing
Fixed Page Break
Previewing Page Breaks
Moving to a Page
Finding a Line Number
Printing Your Document
Document and Transfer Utility

Text pgs. 5.3 - 5.5
Assignment from "Paging & Printing"
Project #7 "Paging & Printing"

9. Search and Replace

Text pgs. 4.2 "Text Manipulation"
Assignment from "Text Manipulation"
Project #8 "Search and Replace"

10. Headers and Footers
1. Numbering Your Pages
2. Setting Your Page Numbers

Text pgs. 11.1 - 11.3
Assignment from "Headers & Footers"
Project #9 "Headers"

WORD-11 OBJECTIVES: (cont'd)

11. More Rulers - Nested Rulers

Text pgs. 14.1
Assignment from "More Rulers
Project #10 "Nested Rulers"

12. More Rulers - Side-by-Side
Columns

Text pgs. 14.2 - 14.4

TEST #3

13. More Rulers - Newspaper
Columns - Thesaurus

Text pgs. 15.1 - 15.3
9.1 - 9.4

14. Automatic Paragraph Labelling

Text pgs. 17.1 - 17.4

NOTE:

(1) Schedule of topics to be covered may be changed

(2) If time permits, additional topics may be covered

