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, 1990

Previous Outline
Dated:
SEPTEMBER, 1989

Author:
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New: _____   Revision: ___X___

APPROVED: _____   90-07-25

Dean, Business and   Date
Hospitality

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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%
	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

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If a student is not able to write a test because of illness, or a legitimate emergency, that student <u>must</u> contact the instructor <u>prior</u> 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:

<u>Word-11 Training Course</u>, by Rita Taraborrelli, Computer Services Department, Sault College

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WORD-11 OBJECTIVES:

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

1. Types of Computers   Teacher's Handout/Notes
    Logging on the Computer
    Changing a Password

    Terminal Keyboard   Text - Word-11 Training Course
        1. Mode keys (white) Advance,
            Back Up
        2. Movement keys (blue)
        3. GOLD and GREEN keys
    Creating a Document   Text- pgs. 1-1 - 1-10
    Filing a Document   Assignment from "Creating and
    Listing your Index   Editing a Document" (text)
    Editing a Document   **Project #1** "Creating and
        1. RUB keys   Editing a Document"
        2. DELETE keys
    Logging off the Computer

2. Highlighting Text   Text - pgs. 2-1 - 2-5
        Selecting   Assignment from "Highlighting Te>
            1. Centering   **Project #2** "Highlighting Text"
            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   Text - pgs. 5.1 - 5.3
        Printing Text

3. Formatting Your Document   Text - pgs. 3-1 - 3-6
        1. Margin Settings   Assignment from "Rulers & Tabs"
        2. Tab Settings   **Project #3** "Rulers * Tabs"
        3. Spacing
        4. GOLD-R
        5. Saving Rulers
        6. Recalling Rulers
        7. Deleting Rulers
        8. Line Spacing

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WORD-11 OBJECTIVES: (cont'd)

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

                                         TEST #1

5. Mail Utility   Teacher's Handout/Notes
    Phone Utility   **Project #4** Mail Utility

6. Text Manipulation   Text pgs. 4-1, 4-3
    1. Simple Cut and Paste   Assignment from "Text Manipulation"
    2. Search   **Project #5** "Text Manipulation"
    3. Repeat
    4. GOLD-Y (Bookmark)
    5. GOLD-Get

7. List Processing   Text pgs. 7-1 - 7-5
    1. The List Document   Assignment from "List Processing"
    2. The Form Document   **Project #6** "List Processing"
    3. The Selection Specification
            Document   Community Service Project
    4. The Output Document
    5. Running List Processing
    6. Envelopes/Labels   **TEST #2**

8. Paging and Printing   Text pgs. 5.1 - 5.6
    Fixed Page Break   Assignment from "Paging & Printing"
    Previewing Page Breaks   **Project #7** "Paging & Printing"
    Moving to a Page
    Finding a Line Number
    Printing Your Document
Document and Transfer Utility

9. Search and Replace   Text pgs. 4.2 and 13-3 "Text
                                         Manipulation".
                                         Assignment from "Text Manipulation"
                                         Project #8 "Search and Replace"

10. Headers and Footers   Text pgs. 11.1 - 11.3
    1. Numbering Your Pages   Assignment from "Headers & Footers"
    2. Setting Your Page Numbers   **Project #9** "Headers"

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WORD—11 OBJECTIVES: (cont'd)

11. More Rulers - Nested Rulers   Text pgs. 14.1 - 14-6
                                         Assignment from "More Rulers"
                                         Project #10 "Nested Rulers"

12. More Rulers - Side-by-Side
    Columns   Text pgs. 14.2 - 14.6

                                         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 - 17-3

NOTE:

(1) The schedule of topics to be covered may be changed.

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