

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY  
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: LEGAL WORD PROCESSING  
Code No.: LWP300  
Program: OFFICE ADMINISTRATION - LEGAL  
Semester: THREE  
Date: SEPTEMBER, 1990  
Previous Outline Dated: SEPTEMBER, 1989  
Author: SHELLEY BOUSHEAR

New: \_\_\_\_\_ Revision: \_\_\_\_\_ X

APPROVED: \_\_\_\_\_ Date \_\_\_\_\_  
Dean, Business & Hospitality

**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%
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	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 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

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 keysCreating a Document Text- pgs. 1-1 - 1-10  
Filing a Document Assignment from "Creating and Editing a Document" (text)  
Listing your Index **Project #1** "Creating and Editing a Document"  
Editing a Document  
  1. RUB keys
  2. DELETE keysLogging off the Computer
  
2. Highlighting Text Text - pgs. 2-1 - 2-5  
Selecting Assignment from "Highlighting Text"
  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 ModesPrinting Text Text - pgs. 5.1 - 5.3
  
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)

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| 4. Using the Speller  | Text - pgs. 8.1 - 8.3<br>Assignment from "Using the Speller"  |
|   | <b><u>TEST #1</u></b>   |
| 5. Mail Utility<br>Phone Utility  | Teacher's Handout/Notes<br><b>Project #4</b> Mail Utility   |
| 6. Text Manipulation<br>1. Simple Cut and Paste<br>2. Search<br>3. Repeat<br>4. GOLD-Y (Bookmark)<br>5. GOLD-Get  | Text pgs. 4-1, 4-3<br>Assignment from "Text Manipulation"<br><b>Project #5</b> "Text Manipulation"  |
| 7. List Processing<br>1. The List Document<br>2. The Form Document<br>3. The Selection Specification<br>Document<br>4. The Output Document<br>5. Running List Processing<br>6. Envelopes/Labels | Text pgs. 7-1 - 7-5<br>Assignment from "List Processing"<br><b>Project #6</b> "List Processing"<br><br>Community Service Project<br><br><b><u>TEST #2</u></b> |
| 8. Paging and Printing<br>Fixed Page Break<br>Previewing Page Breaks<br>Moving to a Page<br>Finding a Line Number<br>Printing Your Document<br>Document and Transfer Utility                    | Text pgs. 5.1 - 5.6<br>Assignment from "Paging & Printing"<br><b>Project #7</b> "Paging & Printing"   |
| 9. Search and Replace   | Text pgs. 4.2 and 13.3 " Text<br>Manipulation".<br>Assignment from "Text Manipulation"<br><b>Project #8</b> "Search and Replace"                              |
| 10. Headers and Footers<br>1. Numbering Your Pages<br>2. Setting Your Page Numbers  | Text pgs. 11.1 - 11.3<br>Assignment from "Headers & Footers"<br><b>Project #9</b> "Headers"   |

WORD-11 OBJECTIVES: (cont'd)

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| 11. More Rulers - Nested Rulers                    | Text pgs. 14.1 - 14-6<br>Assignment from "More Rulers"<br><b>Project #10 "Nested Rulers"</b> |
| 12. More Rulers - Side-by-Side<br>Columns          | Text pgs. 14.2 - 14.6<br><br><b><u>TEST #3</u></b>   |
| 13. More Rulers - Newspaper<br>Columns - Thesaurus | Text pgs. 15-1 - 15-3<br>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.