

LWP300
COURSE CODE

EXECUTIVE WORD PROCESSING
COURSE NAME

WPC200 - (s) - WPC200

PHILOSOPHY/GOALS

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

STUDENT PERFORMANCE OBJECTIVES

Using a balanced treatment of word processing concepts and applications, students will be able to prepare documents using all the major functions of the WordPerfect software.

COURSE OUTLINE

COURSE TITLE: WORD PROCESSING

CODE NO.: LWP300 SEMESTER: THREE

PROGRAM: OFFICE ADMINISTRATION

AUTHOR: SHELLEY BOUSHEAR

DATE: SEPTEMBER, 1991

PREVIOUS OUTLINE DATED: SEPTEMBER, 1990

New: _____ Revision: X

APPROVED:  91-08-26
DEAN, BUSINESS & HOSPITALITY DATE

Teacher's Handout/Notes
Exercises: Handout

TEST #1 - Week of October 7, 1991

Lesson
Text: pgs. 232-250
Exercises: 12.1-12.5

Chapter 12
Create Documents with Special Features

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EWP300
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Prerequisite(s) - WPC200

I. PHILOSOPHY/GOALS

Students will become proficient in the use of WordPerfect 5.1 word processing software used on the VAX 4300 computer. Students will be given enough time and practise on the VAX computer to enable him/her to be well prepared to accept a job offer in the field of word processing.

II. STUDENT PERFORMANCE OBJECTIVES

Using a balanced treatment of word processing concepts and applications, students will be able to prepare documents using all the major functions of the WordPerfect software.

III. LEARNING ACTIVITIES (in the order to be covered)

- | | |
|---|-------------------------|
| 1. INTRODUCTION | Teacher's Handout/Notes |
| Types of Computers | |
| Logging on | |
| Changing a Password | |
| Keyboard Review | |
| 2. Chapter 12 | Lesson |
| Create a One-Page Document | Text: pgs. 185-197 |
| | Exercises 12.1-12.5 |
| 3. Chapter 13 | Lesson |
| Create a Multiple-Page Document | Text: pgs. 199-217 |
| | Exercises 13.1-13.5 |
| 4. Chapter 14 | Lesson |
| Create an Outline and a Table of Contents | Text: pgs. 219-234 |
| | Exercises 14.1-14.5 |
| Exercises due: Week of September 30, 1991 | |
| 5. Mail Utility | Teacher's Handout/Notes |
| Phone Utility | Exercise: Handout |
| TEST #1 - Week of October 7, 1991 | |
| 6. Chapter 15 | Lesson |
| Create Documents with Special Features | Text: pgs. 235-250 |
| | Exercises: 15.1-15.5 |

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7. Chapter 10 Lesson
Create Form Letters, Merge Text: pgs. 149-163
Addresses, and Print Exercises 10.1-10.5
8. Chapter 11 Lesson
Create and Print Mailing Labels Text: pgs. 165-184
Exercises 11.1, 11.4
Exercises due: Week of October 28, 1991
9. Application of Chapters 10 and 11 Community Service Project
Teacher's Handout/Notes
Project due: Week of November 11, 1991
Test #2 - Week of November 25, 1991
10. Chapter 16 Lesson
Create a Letterhead, Flier, and Text: pgs. 251-270
and Newspaper Using Desktop Exercises 16.1-16.4
Publishing
11. Chapter 17 Lesson
Create Documents Using Special Text: pgs. 271-291
Functions Exercises 17.1-17.5
Test #3 - Week of December 9, 1991

IV. METHOD OF ASSESSMENT (GRADING):

Students will be evaluated on the following basis:

Tests (three)	-	75%
Exercises	-	25%
		<u>100%</u>

- 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, spelling, or major format error
- 2 points for all other errors (spacing, margins, minor format)
- 1/2 to -5 points for each punctuation error

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GUIDELINES RE GRADING:

1. 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 prior to the test, the student will receive a mark of zero on that text. THERE WILL BE NO REWRITES OF TESTS.
2. Exercises and any other assigned work where a "due date" has been announced are due in the assigned class period. Late assignments will be accepted up to three days late with a 10 mark penalty.
3. Each student will be required to keep a file in a designated classroom. This will facilitate the return of assignments, grades and any messages the Office Administration faculty need to relay to the student.

V. REQUIRED STUDENT RESOURCES:

Textbooks:

WordPerfect 5.1 Made Easy by Katie Layman, Prentice Hall Canada, Inc., 1991.

Supplies: Paperclips, notepaper, file folders (8 1/2 x 11), dictionary, and any reference manual.

Note: This course outline is subject to change.

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

Marks will be deducted as follows:

-1/2 to -2 points for each punctuation error
-2 points for all other errors (spacing, margins, minor format)
-5 points for each proofreading, spelling, or major format error