SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE:	WORD PROCESSING
CODE NO.:	EWP300 **SEMESTER:** THREE
PROGRAM:	OFFICE ADMINISTRATION - EXECUTIVE
AUTHOR:	JOAN MOORE
DATE:	SEPTEMBER, 1992
PREVIOUS OUTLINE DATED:	SEPTEMBER, 1991

New: _____   Revision: ___X___

APPROVED: _____

DEAN, SCHOOL OF BUSINESS & HOSPITALITY

92-07-03
DATE
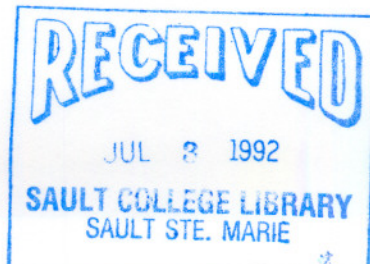
EXECUTIVE WORD PROCESSING	EWP300
COURSE NAME	COURSE CODE

Prerequisites(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 and Minutes   Text: pgs. 185-197
    Create a One-Page Document   Exercises 12.1-12.5, plus
                                          Teacher handout

3. Chapter 10   Text: pgs. 149-163
    Create Form Letters   Exercises 10.1-10.5

4. Chapter 11   Text: pgs. 165-184
    Create and Print Mailing Labels   Exercises 11.1, 11.4

5. Sort   Teacher Handout

6. Mail Utility   Teacher Handout
    Phone Utility

Test #1 - Week of October 12

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7.	Chapter 9 Create Newspaper and Parallel Columns	Text: pgs. 133-141 Exercises: 9.1-9.5
8.	Chapter 13 Create a Multi-Page Document	Text: pgs. 199-217 Exercises: 13.1-13.5
9.	Chapter 14 Create an Outline and a Table of Contents	Text: pgs. 219-234 Exercises: 14.1-14.5

Test #2 - Week of November 23

10.	Chapter 15 Create Documents with Special Features	Text: pgs. 235-250 Exercises: 15.1-15.5
11.	Chapter 16 Create a Letterhead, Flier, and Newspaper Using Desktop Publishing	Text: pgs. 251-270 Exercises: 16.1-16.5
12.	Chapter 17 Create Documents Using Special Functions	Text: pgs. 271-291 Exercises: 17.1-17.2

Test #3 - Week of December 14

IV.   **METHOD OF ASSESSMENT (GRADING):**

Students will be evaluated on the following basis:

Tests (three)	-	75%
Exercises	-	25%
		———
		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, 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 test. **THERE WILL BE NO RE-WRITES 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 with a 10 percent penalty from the assignment value.

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

Recommended Text:

WordPerfect 5.1 for VAX VMS, by Software Support

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

Note: This course outline is subject to change.