OR

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: WORD PROCESSING

CODE NO.:   LWP300   SEMESTER: THREE

PROGRAM: OFFICE ADMINISTRATION - LEGAL

AUTHOR: SHELLEY BOUSHEAR

DATE: SEPTEMBER, 1992

PREVIOUS OUTLINE SEPTEMBER, 1991
DATED:

                                                      X
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APPROVED: _____   92-07-03
          DEAN, SCHOOL OF BUSINESS &   DATE
                  HOSPITALITY

LEGAL WORD PROCESSING	LWP300
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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 Types of Computers Logging on Changing a Password Keyboard Review	Teacher's Handout/Notes
2.	Chapter 12 and Minutes Create a One-Page Document	Text: pgs. 185-197 Exercises 12.1-12.5, plus Teacher handout
3.	Chapter 10 Create Form Letters	Text: pgs. 149-163 Exercises 10.1-10.5
4.	Chapter 11 Create and Print Mailing Labels	Text: pgs. 165-184 Exercises 11.1, 11.4
5.	Sort	Teacher Handout
6.	Mail Utility Phone Utility	Teacher Handout

Test #1 - Week of October 12

LEGAL WORD PROCESSING   LWP300

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

LEGAL WORD PROCESSING   LWP300

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.