

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: WORD PROCESSING

CODE NO.: EWP300/LWP300 SEMESTER: THREE


PROGRAM: OFFICE ADMINISTRATION

AUTHOR: SHELLEY BOUSHEAR

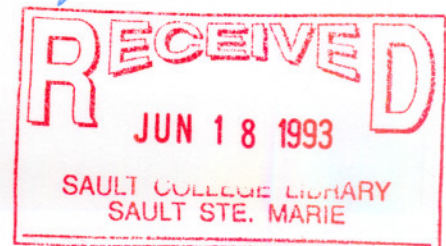
DATE: SEPTEMBER, 1993

PREVIOUS OUTLINE DATED: SEPTEMBER, 1992

New: _____ Revision: X _____

APPROVED: 
DEAN, SCHOOL OF BUSINESS &
HOSPITALITY

June '93
DATE



WORD PROCESSING

EWP300/LWP300

COURSE NAME

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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)

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| 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 11

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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 22

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|-----|---|--|
| 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 13

IV> GRADING:

A+	90-100%
A	80- 89%
B	70- 79%
C	60- 69%
R	Repeat - below 60%

V. METHOD OF ASSESSMENT (GRADING):

Students will be evaluated on the following basis:

Tests (three):	#1 - 20%
	#2 - 25%
	#3 - 25%
Assignments:	- 30%
	<hr/> 100%

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WARNING: ACADEMIC DISHONESTY WILL RESULT IN A GRADE OF ZERO (0) ON THE ASSIGNMENT OR TEST FOR ALL PARTIES.

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

GUIDELINES RE GRADING:

- A. 100% completion of regular classroom work is expected. Work which is not submitted by the due date or work handed in incomplete, will result in a loss of 10 percent of the total assignment value, unless the teacher is aware of a valid reason prior to the due date. Late assignments will be accepted up to three days after the due date with a 10 percent penalty.
- B. 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.
- C. 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.

VI. 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.