

**SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY**

**SAULT STE. MARIE, ON**

**COURSE OUTLINE**

**Course Title:** INTRODUCTION TO MICROCOMPUTERS AND DOCUMENT FORMATTING

**Course No.:** WPC110

**Program:** OFFICE ADMINISTRATION GENERAL

**Semester:** ONE

**Author:** JOAN MOORE / SHELLEY BOUSHEAR

**Date:** SEPTEMBER 1998

**\*Previous Outline**

**dated:** SEPTEMBER 1997

**Approved:**   **Date**  
Dean, School of Business & Hospitality  
and Computer Studies

**Total Credits:**

**Prerequisites:** NONE

**Length of Course:** 6 HOURS A WEEK FOR 16 WEEKS - 2 UNSUPERVISED HOURS

**Total Credit Hours:** 96

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**INTRO TO MICROCOMPUTERS & DOC FORMATTING**  
**COURSE NAME**

**WPC110**  
**COURSE CODE**

**L COURSE DESCRIPTION:** This course is designed to develop the students' skills in five areas of study. The first area is to provide the students with a personal E-mail account. The second area is to provide an understanding of microcomputer hardware and operating system software. The third area is to provide an opportunity to improve proof-reading and editing skills. The fourth area will be to focus on the fundamental features of Windows. The fifth area is to provide the student with introductory-level skills in word processing and document formatting.

Sault College uses the operating system Windows 95 and the licensed application software package Corel WordPerfect 8 for Windows.

n. **LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE :**

**A. Learning Outcomes:**

1. Demonstrate good communications using E-mail.
2. Apply the knowledge of microcomputer hardware and operating system software concepts to home/work situations.
3. Apply the proof-reading and editing skills learned to detect errors, and use standard revision symbols to mark needed changes.
4. Demonstrate proficiency in using an up-to-date operating system for micro-computers.
5. Produce accurate, computer-generated business documents by a specified deadline, by processing text and numeric information from a variety of sources.
6. Keyboard at a minimum speed of 25 gross words per minute with an accuracy level of 98 percent.

**B. Learning Outcomes with Elements of Performance:**

Upon successful completion of this course the student will demonstrate the ability to:

1. Communicate using E-mail.

***Elements of the performance for E-mail:***

- send mail messages
- read messages received and either delete, print or store them as desired

*The E-mail module will be included with the 15% assigned to Projects for WordPerfect.*

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2. Apply the knowledge of microcomputer hardware and operating system software concepts to home/work situations.

***Elements of the Performance for Concepts:***

- describe how information is stored, processed, and communicated in a computer
- define data and information
- explain the principal components of the computer and their use
- describe the use and handling of diskettes and hard disks
- discuss computer software and explain the difference between system software and application software
- describe several types of personal computer applications software (word processing software, spreadsheet software, database software, presentation graphics software, electronic mail software)
- discuss computer communications channels and equipment

*A course grade will not be assigned to this CONCEPTS module.*

3. Apply the proofreading and editing skills learned to detect errors, and use standard revision symbols to mark needed changes.

***Elements of the Performance for Proofreading:***

- proofread for errors using proofreading symbols
- identify errors in format
- identify capitalization, spelling, and transposition errors
- identify errors in plurals and possessives
- apply correct usage of commas, punctuation, and grammar
- correct inconsistencies
- identify the marking scheme

*This Proofreading module will constitute 5% of the course grade.*

4. Demonstrate proficiency in using an up-to-date operating system for microcomputers.

***Elements of the Performance for Windows:***

- work with the Windows desktop
- identify the parts of a window
- use menus, icons, the mouse pointer, and dialogue boxes

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- start Windows and open applications
- resize, move, and arrange windows
- copy information from one application to another
- use the Help function
- create documents using WordPad
- edit, save, open, and print documents
- enhance the appearance of a document
- use the paintbrush tools
- implement multitasking
- select folders and files
- customize the view
- copy, move, rename, and delete a file
- use undo
- create shortcuts
- create a folder
- copy files into a folder, rename a folder, remove a folder
- prepare new diskettes
- customize the start menu
- use the Control Panel
- customize the display
- set the date/time
- modify mouse characteristics
- change regional settings
- control sound events
- install hardware and software

*This Windows module will constitute 10% of the course grade.*

5. Produce accurate, computer-generated business documents by a specified deadline, by processing text and numeric information fi-om a variety of sources.

***A Elements of the Performance for Word Processing:***

- enter Windows and select the word processing program
- identify the parts of the document window
- open a file, close a file, save a file, exit a file, using the word processing package
- edit the text within the file as to: bold, underline, italics, font type, font size, delete, insert

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- edit the document as to format: margins, line spacing, centre, flush right, justification (left, right, centre, full), clear, set tabs and indent text
- use QuickMenus
- change the view mode
- use the reveal code feature of the word processing package to help edit or modify or confirm various selections made within the document
- zoom in and out of the page size
- use the Undo and Redo commands
- use scroll bars
- apply the copy and paste feature
- apply page numbering, suppress, widow/orphan protection, indent, hanging indent, page break
- use the Spell Check, Thesaurus, and Grammatik
- use the table editor to create, edit tables - adjust column width, centre page, shade cells, add and delete rows
- use the bullets and numbers feature
- format memos with headers
- apply the use of macros to memos and letters
- apply the use of date text and date code
- display symbols
- insert hard spaces
- convert the case of letters
- generate envelopes
- merge documents, cancel a merge
- print the document (full or current page) using the print control feature provided by the word processing package
- create a folder
- select, copy, cut and paste, rename, and delete documents
- delete a folder and its documents
- format headers and footers
- format footnotes and endnotes
- manipulate text within and between documents
- insert graphics into a document
- create graphic elements: create equations, borders, lines, drop caps
- draw shapes, create organizational charts
- create columns
- create tables

*This Word Processing module will constitute approximately 40% of the course grade.*

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***B. Elements of the Performance for Document Formatting:***

- keyboard with appropriate technique
- format business letters that contain the basic parts of a letter in block, modified block, and simplified block letter styles
- use mixed or open punctuation as required
- position and display reference initials, enclosure notation, copy and blind copy notations on correspondence
- position attention lines and company names in correspondence
- position and display mail notations, reference lines, subject lines, and postscript notations in correspondence
- format envelopes according to current postal regulations
- format memorandums with distribution lists and form paragraphs
- format letters from form paragraphs
- format letters with variables
- format simple unbound, left-bound, and two-page reports with main headings, side headings, and references
- format tables with and without column headings
- format columns

*This Document Formatting module will constitute approximately 40% of the course grade.*

6. Keyboard at a minimum speed of 25 gross words per minute with an accuracy level of 98 percent.

***Elements of the Performance for Keyboarding Speed:***

- keyboard five-minute timed writings with an accuracy level of 98 percent on three separate occasions under instructor's supervision

*This Keyboarding timed writing will constitute 5% of the course grade.*

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**in. TOPICS:**

**Note:** These topics sometimes overlap several areas of skill development and are not necessarily intended to be explored in isolated learning units or in this order.

1. E-mail
2. General Computer Concepts
3. Developing Proofreading Skills  
(formatting, capitalization, spelling, punctuation, grammar, consistency, proofreading symbols)
4. Developing Skills in the Use of Windows
5. Introduction to Word Processing Software for Windows
6. Introduction to Document Formatting  
(business correspondence, simple reports, tables, memorandum mastery, letter mastery, envelopes)
7. Timed Writings

**IV. REQUIRED RESOURCES/TEXTS/MATERIALS:**

Corel WordPerfect 8. by Nita Hewitt Rutkosky, Published by EMCParadigm.

Proofreading - A Guide to Proofreading Techniques. Sault College Campus Shop.

Simply Microsoft Windows 95. by Sarah E. Hutchinson, Glen J. Coulthard, The IrwinMcGraw-Hill Advantage Series for Computer Education, Published by Irwin/McGraw-Hill.

The Gregg Reference Manual. 4th Canadian Edition, by Sabin/CNeill; Published by McGraw-Hill Ryerson

Manilla file folders (3) - letter size  
Three, 3 1/2 high density disks  
Three individual diskette pockets

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V. EVALUATION PROCESS/GRADING SYSTEM:

1. Five Tests:

Students will be evaluated on their proofreading skills. One test will be administered. (5%)

Windows Test. (5%)

Students will be evaluated on their word processing and document formatting skills. Three tests will be administered based on projects which have been completed, marked, and returned. (65%)

2. Projects:

Projects for Windows. (5%)

Projects for word processing and document formatting, including E-mail. (15%)

3. Timed Writings:

Students will be required to keyboard at a minimum speed of 25 gross words per minute at the end of Semester I. This must be accomplished with an accuracy level of 98 percent on five-minute timed writings and must be achieved on three separate occasions under instructor's supervision. (5%)

ALL TESTS WILL BE RETAINED BY THE PROFESSOR.

It is expected that 100 percent of classroom work be completed. Assignments must be submitted on the date and prior to the time specified. If you are unable to do so, an Extension form must be attached to a late assignment. If an assignment is late, 10 percent will be deducted automatically. The maximum extension is three calendar days. Failure to follow this procedure will result in a zero grade for the assignment.

In the event of extenuating circumstances (i.e. death in the family, acute illness) where the extension could not be anticipated and which does not allow you to submit the assignment on the due date, an extension will be granted if the student contacts the professor within a reasonable time period. Appropriate documentation may be requested by the professor to validate the extenuating circumstances.



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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 professor prior to the end of the test and provide an explanation which is acceptable to the professor (medical certificates or other appropriate proof may be required). The student will then be able to write the test and receive the grade he/she achieves. In cases where the student has contacted the professor, and where the reason is not classified as an emergency, i.e. slept in, forgot, etc., a penalty of 15% will be deducted from the test grade. In cases where the student has not contacted the professor, the student will receive a mark of "0" on that test.

Summary of Marking Scheme:

1.	Proofreading Test	5%
2.	Projects for Windows	5%
3.	Windows Test	5%
3.	Word Processing and Document Formatting Test	20%
4.	Word Processing and Docxmient Formatting Test	20%
5.	Word Processing and Document Formatting Test	25%
6.	Projects for WordPerfect (including E-mail)	15%
7.	Timed Writings	5%
		100%

Tentative Schedule:

The following is provided as a reasonable guide to the time spent on each of the major areas in this course.

E-Mail	2 hours
General Computer Concepts	2 hours
Proofreading Skills	2 hours
Windows	10 hours
Word Processing	40 hours
Document Formatting	40 hours

Grade/Numerical Equivalencies:

A+	Consistently outstanding	(90% -100%)
A	Outstanding achievement	(80% - 89%)
B	Consistently above average achievement	(70% - 79%)
C	Satisfactory or acceptable achievement	(60% - 69%)
R	Repeat	(Less than 60%)

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U Unsatisfactory given at midterm only  
S Satisfactory given at midterm only

X A temporary grade, limited to situations with extenuating circumstances, giving a student additional time to complete course requirements.

VL **SPECIAL NOTES:**

1. All students should be aware of the Special Needs Office in the College. If you have any special needs such as being visually impaired, hearing disabled, physically disabled, learning disabilities, you are encouraged to discuss required accommodations confidentially with the professor and/or contact the Special Needs Office, Room E1204, Ext. 493, 544,716 or 668, so that support services can be arranged for you.
2. Your professor reserves the right to modify the course as he/she deems necessary to meet the needs of the students.
3. It is the responsibility of the student to retain all course outlines for possible future use in gaining advanced standing at other post-secondary institutions.
4. Students should refer to the definition of "academic dishonesty" in the "Statement of Student Rights and Responsibilities". Students who engage in "academic dishonesty" will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course, as may be decided by the professor.
5. 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 students.

Vn. **PRIOR LEARNING ASSESSMENT**

There is a WPCI 10 Challenge exam in place. Please request information concerning this exam from your professor or the Prior Learning Assessment Office (H0240).