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


COURSE OUTLINE

Course Title: WORD PROCESSING
Code No.: WPC 200
Program: OFFICE ADMINISTRATION
Semester: TWO
Date: JANUARY 1988
Author: SHELLEY BOUSHEAR

New:

Revision;

APPROVED:


xlfh^^Jerson

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Date

WORD PROCESSING
Course Name

WPC 200
Course Number

GENERAL OBJECTIVES:

1. The student will demonstrate that he/she has learned to operate an IBM PC by producing accurately typed documents.
2. The student will demonstrate that he/she has learned to use the Word Perfect software by accurately producing typed documents using the required word processing formats.

GRADING:

A+	95-100%
A	85- 94%
B	70- 84%
C	60- 69%
R	Below 60%
Three tests	#1 20%
	#2 25%
	#3 25%
	70^
Daily work	30%
	100^

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 marks for each occurrence from the total semester mark, unless the teacher is aware of a valid reason prior to due date.

If a student is not able to write a test because of illness, or a legitimate emergency, that student must contact the teacher prior to the test and provide an explanation which is acceptable to the teacher (medical certificates or other appropriate proof may be required). In cases where the student has contacted the teacher, 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 students has not contacted the teacher, the student will receive a mark of "0" on that test.

The following marking scheme will be used on graded work:

Proofreading/spelling/word division	-5 for each occurrence
All other errors (margins, spacing, etc.)	-2 for each occurrence
Punctuation	-1/2 to -5 for each occurrence
Formatting errors (minor/major)	•2 to -5



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TEXTS;

Word Perfect A Ready Reference Manual by Catherine Garrison, Mercedes A. McGiowen and Marilyn K. Popyk, Addison Wesley Publishing Co.

Level 2 Keyboarding for the Automated Office by Simcoe, Gallion, Mauermeyer and Sanvardine, John Wiley & Sons.

Level 3 Keyboarding for the Automated Office by Simcoe, Gallion, and Mauermeyer, John Wiley & Sons.

SPECIFIC OBJECTIVES:

- (1) Introduction to the IBM PC
Terminology
Familiarization with the equipment
Command for Loading the system
Exploring the IBM PC
- (2) Formatting a disk
Loading Word Perfect - word processing software
- (3) Word wraparound
Cursor keys/directions
Status line
- (4) Print command
- (5) Save a document
Exit a document
- (6) Centre, bold, and underline
- (7) Retrieving a document
- (8) Inserting
Deleting
- (9) Formatting
- (10) Moving text
Copying text
- (11) Spell check
- (12) Footnotes/Page Numbers
- (13) Text Columns
- (14) Mail Merge

(15) Memo Merge

(16) File Management

(17) Copying documents

Time permitting ...

(18) Footnotes and Endnotes

(19) Macros

(20) Thesaurus

NOTE; This course outline is subject to change.