SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline;	WORD PROCESSING
Code No.:	WPC 200
Program:	OFFICE ADMINISTRATION
Semester:	SECOND
Date;	JANUARY 1990
Previous Outline Dated:	JANUARY 1989
Author:	SHELLEY BOUSHEAR

New: Revision: X

APPROVED: "_____   '-..^^cL.f^ ' ’^f (\
             Dean, School of Business and   ""yDate
                    Hospitality

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 +      90 - 100%
                    A        80 -  89%
                    B        70 -  79%
                    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 student has not contacted the teacher, the student will receive a mark of "0" on that test.

WORD PROCESSING   **WPC 200**

The following marking scheme will be used on graded work:

Proofreading/spelling	-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
Word division	-1/2 to -2

Each student will be required to keep a file in a designated classroom. This will facilitate the return of assignments, grades, and delivery of messages the Office Administration faculty need to relay to the student.

TEXTS:

<u>WordPerfect 5.0, Reference</u>, by Pav Pottekkat

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

SPECIFIC OBJECTIVES;

		PAGE
1.	Introduction to the IBM PC	
	Terminology	
	Familiarization with the equipment	
	Command for loading the system	
	Exploring the IBM PC	
2.	Formatting a disk	1
	Loading Word Perfect - word processing software	4
3.	Word wraparound	6
	Cursor keys/directions	
	Status line	
4.	Printing	5
		43
5.	Save a document	11-13
	Exit a document	
6.	Retrieve a document	14

WORD PROCESSING   **WPC 200**