

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 1993  
Previous Outline Dated: JANUARY 1992  
Author; SHELLEY BOUSHEAR & JOAN MOORE

New:

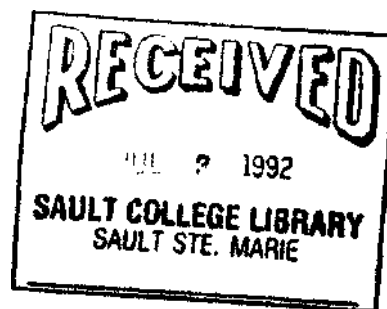
Revision:

APPROVED;



Dean, School of Business and  
Hospitality

Date



**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 WordPerfect Software by accurately producing typed documents using the required word processing formats.

**GRADING:**

A+	90 - 100%
A	80 - 89%
B	70 - 79%
C	60 - 59%
R	Below 50%

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 percent of the total assignment value, 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.

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.

**SPECIFIC OBJECTIVES;**

	<b>PAGE</b>
Course Outline	Handout/Lecture
Review of the Hardware	Software
Review of the Software	xix-xxii
1 Formatting a disk	xxxii
1 Create a Memorandum	Chapter 1 1 - 18
Edit a Memorandum	Chapter 2 19 - 33
Create a Draft Letter	Chapter 3 35 - 50
4 Refine a Letter and Print Final Copy	Chapter 4 51 - 65
5/6 Use Automatic WordPerfect Functions	Chapter 5 67 - 84

**TEST #1**

	<b><u>PAGE</u></b>	
7	Create a Resume	Chapter 6 85 - 100
	Create Newspaper & Parallel Columns	Chapter 12 133 - 147
9	Create a Table (using Tabs	Teacher Handout
10	Create a Table	Chapter 7 101 - 115
11	Edit a Table	Chapter 8 117 - 131
12	<b>TEST #2</b>	
13/14	Create Form Letters, Merge Addresses, and Print Form Letters	Chapter 10 149 - 163
15	Create and Print Mailing Labels and Envelope Addresses	Chapter 11 165 - 184
16	<b>TEST #3</b>	

.....

**TEXTS**

WordPerfect 5.1 Made Easy, by Katie Layman, Prentice Hall

Recommended Text (not required):

From the Desk of Software Support WordPerfect 5.1