

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 1994

Previous Outline Dated: JANUARY 199 3

Author: SHELLEY BOUSHEAR & JOAN MOORE

New: Revision: X

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 Dean, School of Business and Hospitality)ate

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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 - 69% |
| R | Below 60% |

| | | |
|------------|-----------|---------------|
| Four tests | #1 -- 20% | (WordPerfect) |
| | #2 -- 20% | (WordPerfect) |
| | #3 -- 25% | (WordPerfect) |
| | #4 - 5% | (MS DOS) |

70%

Daily work 30%

100%

WARNING: Academic dishonesty will result in a grade of zero (0) on the assignment or test for all parties.

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. Late assignments will be accepted up to three days with a 10 percent penalty.

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;

Text: WordPerfect 5.1 Made Easy, by Katie Layman
(35 hours)

| | PAGE |
|---|-----------------|
| Course Outline | Handout |
| Review of Hardware & Software | pp. XV - xxi |
| Formatting a Disk | |
| Create a Table | Chapter 7 |
| - create a table using the table editor | pp. 101-115 |
| - align decimals | |
| - centre table horizontally | |
| Edit a Table | Chapter 8 |
| - move a table column | pp. 117 - 131 |
| - total a table column | |
| - print double underlines | |
| Create Newspaper and Parallel Columns | Chapter 9 |
| | pp. 133 - 147 |
| TEST #1 | |
| Create Form Letters, Merge Addresses, and print Form Letters | Chapter 10 |
| | pp. 149 - 163 |
| Create and Print Mailing Labels and Envelope Addresses | Chapter 11 |
| | pp. 155 - 184 |
| Sort | Teacher Handout |

Create a Multiple-Page Document Chapter 13
- number pages pp. 199 - 217
- create headers, footers, footnotes
- control widow and orphan lines

TEST #2

Create an Outline and a Table of Contents Chapter 14
- create and format an outline pp. 219 - 234
- create and format a table of contents
- mark text for a table of contents
- define and generate a table of contents

10 Create Documents with Special Features: Chapter 15
Font Changes, Macros, Superscripts, and pp. 235 - 250
Subscripts

11 Advanced Macros Teacher Handout

12. Create a Letterhead, Flier, and Newsletter Chapter 16
using Desktop Publishing pp. 251 - 270
- edit a graphic by moving, scaling, and
rotating

13. Line Draw Teacher Handout

14. Create Documents Using Special Functions Chapter 17
pp. 271 - 291

TEST #3

TEXT: Microcomputers and DOS; A Short Course, by Dennis P. Curtain
(10 hours)

15. Using Directories Chapter 4
Making and Removing Directories pp. 90 - 104
Specifying Paths

16. Checking Disks and Files Chapter 5
Displaying and Printing Text Files pp. 105 - 141
Using Redirection and Filters
Special DOS Files
Using the DOS 5 Shell

TEST #4

TEXTS/MATERIALS:

WordPerfect 5.1 Made Easy, by Katie Layman, Prentice-Hall

Microcomputers and DOS; A Short Course, by Dennis P. Curtain,
Prentice-Hall, (plus the Student Resource Disk)

Three, 3 1/2" high density disks

Three-ring plastic protective disk holder