

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: INTERMEDIATE WORD PROCESSING & DOCUMENT PRODUCTION

Course No.: WPC120

Program: OFFICE ADMINISTRATION GENERAL

Semester: TWO

Author: JOAN MOORE

Date: JANUARY 1998

Previous Outline

Dated: JANUARY 1997

Approved: ^{^^0v>^} ^{CTy^*^^^}
Dean, School of Business and Hospitality,
and Computer Studies

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Date *rm*

Total Credits: 8

Prerequisites: WPC110

Length of Course: 5 HOURS/WEEK FOR 17 WEEKS - 3 UNSUPERVISED HOURS

Total Credit Hours: 102 ~ "-

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INTERMEDIATE WORD PROCESSING & DOC PRODUCTION
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- I. **COURSE DESCRIPTION:** This course is designed to provide the student with advanced-level skills in word processing and document formatting. The course offers a series of projects which will combine the students's advanced word processing and document formatting skills, and the documents that students type will reflect those produced in offices today.

Sault College uses the operating system Windows ver 3.1 and the licensed application software package WordPerfect 6.0 and 6.1 for Windows.

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

A. **Learning Outcomes:**

1. Produce accurate, computer-generated business documents, by a specified deadline, by processing text and numeric information from a variety of sources.
2. Keyboard at a minimum of 35 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. Produce accurate, computer-generated business documents by a specified deadline, by processing text and numeric information from a variety of sources.

A. Elements of the Performance for Word Processing:

- set flush right and leader tabs
- format tables using table functions
- use table editor
- create headers/footers
- apply page numbering and suppress
- apply widow/orphan protection
- set fonts and bullets
- block and move
- create a macro
- perform a search and replace

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- perform a mail merge
- create an outline
- create footnotes
- perform a copy
- create a graphic box
- perform line draw
- use the thesaurus
- use temporary margins (indent)
- create a table of contents
- perform a sort
- create parallel and newspaper columns

This Word Processing module will constitute approximately 45 percent of the course grade.

B. Elements of the Performance for Document Formatting:

- format leaders
- format tables
- edit tables; apply shading and borders
- complete purchase orders; invoices
- create fax cover sheets
- format business reports; unbound report; leftbound report; title page, contents, appendix, endnotes
- format an agenda; action minutes; traditional minutes
- format an itinerary
- format a news release
- format a resume and an application letter
- format outlines
- format one- and two-page letters
- format one- and two-page memos

This Document Formatting module will constitute approximately 50 percent of the course grade.

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2. Keyboard at a minimum speed of 35 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 percent of the course grade.

iii. TOPICS:

1. Intermediate Word Processing Software for Windows
2. Intermediate Document Formatting
3. Timed Writings

IV. REQUIRED RESOURCES/TEXT/MATERIALS:

College Keyboarding for Windows WordPerfect 6.0/6.1, by Duncan, VanHuss, Warner, Forde, Woo; Published by South-Western Publishing Co.

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

Manilla file folders (3) - lettersize

Three, 3 1/2" high density disks

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V. EVALUATION PROCESS/GRADING SYSTEM:

1. Three Tests:

Test #1 (Projects 1 & 2) - **20%**

Test #2 (Projects 3 & 4) - **20%**

Test #3 (Projects 5, 6 & 7) - **25%**

2. Seven Projects:

Projects for word processing and document formatting. (30%)

3. Timed Writings:

Students will be required to keyboard at a minimum speed of 35 gross words per minute at the end of Semester II. 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%)**

TOTAL 100%

It is expected that 100 percent of classroom work be completed. Work which is not submitted by the due date or work handed in incomplete, will result in a loss of 10 percent for each occurrence from the total project value unless the teacher is aware of a valid reason prior to due date. Late projects will be accepted up to three days after the due date 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.

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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%) |
| S | Satisfactory given at midterm only | |
| U | Unsatisfactory given at midterm only | |
| X | A temporary grade, limited to situations with extenuating circumstances, giving a student additional time to complete course requirements. | |

VII. 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, 717, or 491, 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.