SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE:	KEYBOARDING AND INTRODUCTION TO WORD PROCESSING
CODE NO.:	KWP100 **SEMESTER** ONE
ROGRAM:	EARLY CHILDHOOD EDUCATION, LAW & SECURITY ADMIN., CORRECTIONAL WORKER
AUTHOR	ROSE M. CAICCO
DATE	SEPTEMBER, 1991
PREVIOUS OUTLINE DATED:	SEPTEMBER, 1990

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New   Revision:

v

APPROVED

         DEAN, SCHOOL OF BUSINESS **&- HOSPITALITY**   DATE

3. Keyboard Layout

4. Good Typing Techniques

5. Skill Development

6. WordPerfect 5.1 Basic Functions: Creating, Saving, Retrieving,
    Editing, Formatting, and Printing. In addition, other functions
    such as moving, copying, and using spell checking will be covered

IV   **METHODS OF EVALUATION:**

GRADING	A+	90-100%
	A	80- 89%
		70- 79%
	B	60- 69%
	C	Below 60%
	R	

BREAKDOWN OF FINAL GRADE;

Typing Speed	–	25%
WordPerfect Tests		
(2 e 25%)	–	50%
Assignments	–	25%
		100

For the successful completion of KWP100, the students must demonstrate
a minimum typing speed of 20 gross words per minute with no more than
three errors on three, 3-minute timed writings.

The speed component represents 25 percent of the final mark. This
grading is achieved as follows:

SPEED - **G.W.P.M. (max.** 3 errors)	TERM MARK (represents 25%)
26	25
25	22
24	21
23	19
22	18
21	17
20	16
less than 20	0

3.   Course Notes - WordPerfect 5.1 - Prepared by Software
                                              Support Services

V.   **LEARNING ACTIVITIES:**

1 .A)   <u>College Keyboarding (Introduction to Keyboarding) 18 hours</u>

Turning on the Microcomputer and Printer

Familiarization of Equipment - Monitor
                                      - CPU
                                      - Disk Drive
                                      - Printer
                                      - Keyboard

Review of College Keyboarding Program: loading & main menu

Introduction to Keyboarding Menu

Arrangement of Work Station

Posture Checkpoint

Keyboarding Technique

Print Options and Procedures

Report

Document Production

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B)   WordPerfect 5.1 - Introduction to Word Processing (27 hours)

 1.   Familiarization with Equipment
       - Terminology
       - Loading WordPerfect
       - Creating a Document
       - Viewing the Status Line
       - Using the Cursor Keys to Move
       - Saving a Document
       - Exiting a Document
 2.   Retrieving a Document
       Editing a Document Using Insert and Delete
 3.   Printing a Document

 4.   Making a Back-up Diskette (using diskcopy)

 5.   Enhancing Text - Centre
                   - Bold
                   - Underline

 6.   Using Reveal Codes

 7.   Using the Spell Check

 8.   Moving and copying using the Block feature

 9.   Reformatting a document by changing margins and line spacing
       and setting tabs

10.   Using the Indent feature

11.   Using the Page Format

12.   Headers/Footers

Depending on time restraints, certain topics may not be covered.   In
addition, students may be required to explore other computer software
packages such as Print Shop, Print Master and Fontasy.

Note: This course outline is subject to cb^nae.