

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: COMPUTER AIDED WRITING

Code No.: ELC 106-3

Program: ENGLISH LANGUAGE TRAINING AND CULTURAL PREPARATION

Semester: SECOND

Date: WINTER 1989-90

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Dean Date

## COMPUTER AIDED WRITING ELC 106-3 COURSE OUTLINE

### PHILOSOPHY/GOALS (COURSE DESCRIPTION)

The student will acquire word processing (word perfect) skills on the IBM (or equivalent) computer. At the same time, writing skills will be enhanced and the student will learn to compose letters and short expository essays.

### METHOD OF ASSESSMENT (GRADING METHOD)

Students will be assessed on the basis of assignments of letters, memos, journal and expository essays.

- NB. 1. All work must be handed in by due date or a penalty will be imposed of one grade point.
2. Attendance for all 4 hours of computer laboratory time is compulsory. Students who are not in attendance at initial instruction in Word Perfect will have to arrange instruction through other means.
3. Work which may be returned to student with an "R" grade can be corrected and submitted for a "C" grade.

### GRADING

#### WRITING ASSIGNMENTS

Memorandums	10%
Letters	10%
Expository essays	60%
Journal	10%
Participation & attendance	10%

### TEXTBOOKS AND SUPPLIES

1. WORDPERFECT REFERENCE 5.0 by Pav Pottekkat
2. Workbook provided
3. 1 IBM compatible disc

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COURSE OBJECTIVES

On completion of the course, students will be able to do the following:

1. demonstrate word processing skills.
2. write clear, well organized correspondence.
3. identify expository techniques in writing.
4. write short, coherent essays using various expository techniques.
5. write at an advanced level in English.

INSTRUCTIONAL METHODS

Computer lab use and instruction, teacher instruction and evaluation, as well as peer evaluation will be used to respond to student needs.

ASSIGNMENTS AND TESTING

Students will receive on-going assessment and will be evaluated on completed work.

TIME FRAME

ELC 106-3 involves four hours per week for fifteen weeks.

