SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: <u>WINDOWS. KEYBQARDING & WORD PROCESSING</u>

Code No.:   <u>KWP100</u>

Program: <u>NATIVE COLLEGE ENTRANCE</u>

Semester: <u>J</u>

Date: <u>1996 07 29</u>

Author: <u>SHELLEY BOUSHEAR</u>

Previous Outline
 Dated: <u>1996 01 01</u>

NEW: REVISION: x

APPROVED: _____   Date
                        Dean

TOTAL CREDITS:

PREREQUISITES: NONE

LENGTH OF COURSE: 3 HOURS PER WEEK FOR 17 WEEKS

TOTAL CREDIT HOURS: 51

I.   **COURSE DESCRIPTION:** This course is designed to provide the student with the necessary skills related to application software for the PC environment at the introductory post-secondary level. The course will require the student to use Windows 3.1, All the Right Type, and WordPerfect 6.1 for Windows software. Students will be provided a hands-on means of introduction for the software and keyboarding process.

II   **LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:** (Generic Skills Learning Outcomes placement on the course outline will be determined and communicated at a later date.)

A.   **Learning Outcomes:**

1.   Familiarization with computer equipment including monitor, CPU, disk drive, printer and keyboard.
2.   Identify the elements of a window.
3.   Open, create, and copy within a windows environment
4.   Perform the basic mouse operations of pointing, clicking, double clicking, and dragging.
5.   Load All the Right Type program.
6.   Memorize the keyboard layout and develop correct touch keyboarding techniques.
7.   Develop keyboarding speed and accuracy.
8.   Practice proofreading skills.
9.   Create and edit a document in word processing using a variety of features.
10.   Preview and print completed word processing documents.
11.   Create a business letter and resume using a variety of functions.

B.   **Learning Outcomes and Elements of the Performance:**

Upon successful completion of this course the student will demonstrate the ability to:

1.   Use Windows 3.1 - a graphical user interface.

      Elements of the performance:

      - describe the user interface
      - describe Microsoft Windows 3.1
      - identify the elements of a window

- perform the four basic mouse operations of pointing, clicking, double-clicking, and dragging
- correct errors made while performing mouse operations
- select a menu
- choose a command from a menu
- respond to dialogue boxes
- start and exit an application
- name a file
- understand directories and subdirectories
- understand directory structures and directory paths
- create, save, open, and print a document
- open, maximize, and scroll a window
- obtain online Help while using an application

This learning outcome will constitute 10% of the course's grade.

2.   Explore the Program Manager

   Elements of the performance:

- identify the applications in the Main, Accessories, and Games groups
- open, scroll, resize, move, activate, and close a group window
- tile, cascade, maximize, and restore a group window
- create a new group
- copy program-item icons between group windows
- arrange program-item icons in a group
- arrange group icons in the Program Manager window
- change the description of a group window and a program-item icon
- delete a program-item icon and a group window
- maximize the Program Manager window
- search for help topics using Windows online Help

This learning outcome will constitute 10% of the course's grade.

3A.   All the Right Type

   Elements of the performance:

- start the All the Right Type program
- review the introduction to keyboarding menu
- enhance keyboarding learning by learning the proper posture and the home row keys

- develop competency in keyboarding by repetition and memorization of the Querty keyboard
- do the eighteen modules in this program in order to memorize the keyboard letters and numbers
- Note: letters and numbers are grouped together by keyboarding experts for faster and easier learning of the keyboard
- develop speed through repetition and timings
- become an accurate typist through practice and timings

This learning outcome will constitute 10% of the course's grade.

3B.   For those students who have keyboarding skills at a minimum of 20 gwpm with 3 errors on three 3-minute timings, the following part of the course outline applies.

Customize the Windows Environment

Elements of the performance:

- identify the applications in the Control Panel window
- choose a predesigned colour scheme
- change the colour of a screen element
- change, save, and remove a colour scheme
- define a custom colour
- choose a desktop pattern or wallpaper
- select and test a screen saver
- change icon spacing
- turn on the sizing grid
- change the window border width
- set the cursor blink rate
- change the mouse tracking speed and double-click speed
- switch the functions of the mouse buttons
- display mouse trails
- change the keyboard delay and keyboard repeat rates
- set the system date and time
- reset the Control Panel options

This learning outcome will constitute 5% of the course's grade.

Plan and Develop Disk and File Maintenance

Elements *of* ***the performance:***

- identify the elements of the directory window
- display expandable directories
- collapse and expand directories
- display all or partial file details
- sort the contents list
- search for a file directory
- understand the concepts of diskette size and capacity
- format and copy a diskette
- correct errors encountered while formatting and copying
- create a subdirectory
- open, move, and close a second directory
- select and copy one file or a group of files
- change the current drive and current directory
- replace a file on disk
- rename or delete a file or directory
- create a backup diskette
- turn off confirmation messages

This learning outcome will constitute 5% of the course's grade.

4.   Create and Edit a Document Using WordPerfect 6.1

Elements of the performance:

- open and exit from WordPerfect 6.1 for Windows
- name the WordPerfect window parts and defaults
- create, format, name, save, retrieve, edit and print a document
- use the reveal codes feature to locate text and codes
- select text to bold or centre
- change font face and size
- use reveal codes to locate and delete unwanted text and/or codes
- insert, move, and size clip art
- use the zoom and spellcheck
- preview and print a completed document
- delete, insert, overtype, and recover text
- use the online help system

This learning outcome will constitute 35% of the course's grade.

5.   Create a Business Letter and Resume

        Elements *of the* ***performance:***

        - change screen defaults and margins
        - add hoirzontal lines
        - create a letterhead
        - insert the date automatically
        - type a standard business letter format
        - work with two open document windows
        - format a two-column resume

        This learning outcome will constitute 35% of the course's grade.

Hi.   TOPICS:

*Note: These topics sometimes overlap several areas of skill development and are not necessarily intended to be explored in isolated learning units or in order below.

1.   Windows - a look at the enviroment and elements
2.   Mouse operations of pointing, clicking, double-clicking and dragging
3.   Explore Program Manager, Accessories, Main and Games
4.   Create a document in Notepad
5.   Scrolling techniques
6A.   Keyboarding using Alll the Right Type to memorize and use repetitive skill building to learn the keyboard or
6B.   Customizing Windows environment; and planning and developing disk and file maintenance
7.   Word processing document creation
8.   Word processing document formatting and editing

IV.   REQUIRED RESOURCES/TEXTS/MATERIALS:

1.   Windows Using Microsoft Windows 3.1 by Shelly, Cashman. Nelson Publishers.

2.   WordPerfect 6.1 for Windows by Shelly, Cashman, Nelson Publishers.

3.   Three 3 1/2" high density disks.

4.   One plastic disk container.

5.   Two letter size file folders.

V.   EVALUATION PROCESS/GRADING SYSTEM

1.   Assignments

Each project in the two textbooks contains student assignments, computer laboratory exercises, and computer laboratory assignments. All of the assigned exercises must be completed (100%).

2.   Attendance

KWP100 involves three labs per week for the entire semester. Students are expected to attend class and to participate in class activities.

3.   Tests

Achievement of course learning outcomes will be measured by mandatory testing after completion of each section of the course.

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 certificate 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 emergecny, i.e., slep 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.

SUMMARY OF MARKING SCHEME

1.	Assignments:	Windows 3.1	10%
		WordPerfect 6.1	30%
2A.	Timings*		10%
		OR	
2B.	Tests and Assignments on Projects 3 and 4 in Windows		
3.	Tests:	Windows 3.1	10%
		WordPerfect 6.1 (two tests)	<u>40%</u>
			100%

*Timings: In order to obtain a grade of 10%, the student must be able to keyboard at 20 gwpm with a maximum of 3 errors on **three** 3-minute timed writings. The table below shows the graduating scale used to give timing grades.

Speed	Grade	Speed	Grade
20 & above	10%	14 gwpm	4%
19 gwpm	9%	13 gwpm	3%
18 gwpm	8%	12 gwpm	2%
17 gwpm	7%	11 gwmp	1%
16 gwpm	6%	10 or less	0
15 gwpm	5%		

TENTATIVE SCHEDULE

The foliowing is provided as a reasonable guide to the time spent on each of the major areas in this course:

Windows 3.1	9 hours (3x3 3 weeks)
All the Right Type	15 hours (5x3 5 weeks)
WordPerfect 6.1	27 hours (9x3 9 weeks)

METHOD OF ASSESSMENT (GRADING METHOD)
Students will be assessed on the basis of their projects and tests. The following letter grades will be assigned in accordance with the School of Business and Hospitality policies:

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 - The student has not achievement the objectives of the course and the course must be repeated	(below 60%)
CR	Credit exemption	
X	A temporary grade, limited to situations with extenuating circumstances, giving a student additional time to complete course requirements	

NOTE: Students may be assigned an "R" grade early in the course for unsatisfactory performance.

DUE DATES FOR THE WINDOWS AND WORDPERFECT ASSIGNMENTS:
100% completion of all windows and word processing assignments is expected. Any class assignment submitted UP TO 3 CALENDAR DAYS (holidays and weekends included) after the due date will be subject to a loss of 10% of the assignment value. No mark will be assigned after the third consecutive day the assignment is late. Disks must be handed in with all assignments.

VI.   SPECIAL NOTES

Special Needs

If you are a student with special needs (eg. Physical limitations, visual impairments, hearing impairments, learning disabilities), you are encouraged to discuss required accommodations with the professor and/or contact the Special needs Office, Room E1204, Ext. 493, 717, 491 so that support services can be arranged for you.

Academic Dishonesty

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.

In order to protect students from inadvertent "academic dishonesty", students are asked not to borrow or use the diskette of another student.

Advanced Standing

Students who have completed an equivalent post-secondary course should bring relevant documents to the Coordinator, Office Administration.

Retention of Course Outlines

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.

Substitute course information is available at the Registrar's Office.

Modification

Your professor reserves the right to modify the course as he/she deems necessary to meet the needs of students.