

OT 2 - BEGINNING WORDPERFECT 6.1 FOR WINDOWS (Fall, 1997)

COURSE SYLLABUS

INSTRUCTOR: Toni Ensz TELEPHONE: 638-3641, Ext. 255
OFFICE: B-2, Office Hours: M & W 1-2 and T ~~11:30 - 12:30~~

8:00 - 9:00

MATERIALS OF INSTRUCTION:

- ✓ Championship Typing Drills, Cortez Peters
- ✓ WordPerfect 6.1 for Windows by Nita Rutkosky, which includes a student data disk.
- ✓ Disks: Three (3) blank, unlabeled, unformatted, 3½" double-sided **HIGH DENSITY** disks.
- ✓ Paper, pencils, and a pen.
- ✓ Case to store you diskettes.

PERFORMANCE OBJECTIVES:

- ◆ Identify the parts of word processing equipment and differentiate between hardware and software.
- ◆ Operate a word processing system
- ◆ Create, save, close, and open a WordPerfect document.
- ◆ Edit and print a WordPerfect document.
- ◆ Enhance single-page business documents and reports with character formatting including all caps, bold, underlining, and italics.
- ◆ Adjust the style and size of type as well as the appearance of characters in standard business documents.
- ◆ Proof all types of business documents with the Speller and Thesaurus tools.
- ◆ Adjust page breaks, turn on the widow/orphan feature, and number pages in a document.
- ◆ Enhance business memoranda and letters and generate two- and three-column tables with tab setting including left, right, center, and decimal.
- ◆ Apply specific page characteristics including headers and footers to multiple-page reports.
- ◆ Amend a researched business report with properly formatted footnotes or endnotes.
- ◆ Manipulate blocks and columns of text between areas of different business documents.
- ◆ Revise text and codes in standard business letters and reports by using WordPerfect's Find and Replace feature.
- ◆ Improve the grammar and style of written business documents using Grammatik.

- ◆ Develop keyboarding speed and accuracy through intensified drills and timed writings.

COURSE COMPLETION REQUIREMENTS:

- ◆ Attend daily class session, 9 a.m. to 9:50 a.m.
- ◆ Read the assigned chapters before coming to class.
- ◆ Complete and hand in assignments. When an assignment is complete, proofread it carefully before turning it in. Assignments should be clearly marked with your name, the lesson number, and exercise name.
- ◆ Complete all theory tests as required.

ASSIGNMENT HEADING:

Each assignment you hand in will need to have the following heading on the upper, right-hand corner of the first page:

Name
Lesson Number
Exercise name

COMPUTER TIME:

Approximately four to six hours per week of computer time outside of class is recommended to complete assignments.

GRADING:

Tests	30%
Final	10%
Quizzes	20%
Assignments (in class)	20%
Homework	20%

Based on the following scale:

90% - 100%	. A
80% - 89%	. B
70% - 79%	. C
60% - 69%	. D
59% or below	F

All assignments must be completed in order to satisfactorily complete the requirements of this course. All assignments are due the day the instructor assigns. Late work will not be accepted.

THE LAST DAY TO DROP A SEMESTER LENGTH COURSE CLASS - October 17, 1997

HOLIDAYS:

September 1 - Labor Day

October 10 - Staff Development Day

November 11 - Veteran's Day

November 27 and 28 - Thanksgiving

December 15-19 - Final Exam Week

<u>Weeks</u>	<u>Date</u>	<u>Assignment</u>
1 and 2	_____	Chapters 1 and 2 Demonstrate WordPerfect Nothing turned in from Chapter 1 c02ex03-04 c02sa02* c02sa01* para01 Quiz - Chapters 1 and 2
3 and 4	_____	Chapter 3 c03ex01-07 c03sa02* c03sa01* c03sa03* Chapter 4 c04ex01-09 c04sa03* c04sa01 c04sa04* c04sa02 Quiz - Chapters 3 and 4
5 and 6	_____	Chapter 5 c05ex01-10 c05sa03 c05sa01* c05sa04* c05sa02 Chapter 6 c06ex01-16 c06sa03 c06sa01 c06sa04* c06sa02 Quiz - Chapters 5 and 6
7	_____	Review for Unit 1, Theory Test No. 1 (Chapters 1-6) Unit 1, Theory Test No. 1 Unit 1 Performance Assessments u01pa01* u01pa04* u01pa02* u01pa05* u01pa03* Optional: u01act01 and u01act02

8 and 9 _____

Chapter 7

c07ex0-102 c07sa02
c07ex04 c07sa03
c07ex07 c07sa04*
c07ex09 c07sa05*
c07sa01 c07sa06*

10 and 11 _____

Chapter 8

c08ex01-14 c08sa02*
c08sa01* c08sa03*

Quiz - Chapters 7 and 8

12 and 13 _____

Chapter 9

c09ex01-10 c09sa04*
c09sa01 c09sa05*
c09sa02 c09sa06*
c09sa03

Chapter 10

c10ex01-11 c10sa02*
c10sa01* c10sa03*

Quiz - Chapters 9 and 10

14 _____

Chapter 11

c11ex01-08 c11sa02*
c11sa01* c11sa03*

Review for Unit 2, Theory Test No. 2 (Chapters 7-11)

Unit 2, Theory Test

Unit 2, Performance Assessments

u02pa01* u02pa04*
u02pa02* u02pa05*
u02pa03* u02pa06*

Optional: u02 act01 and u02act06*

15 _____

Chapter 12

c12ex01-08 c12sa03*
c12sa01 c12sa04*
c12sa02 c12sa05*

16	_____	Chapter 14
		c14ex01-04 c14sa02*
		c14ex06 c14sa03*
		c14sa01*
	_____	Chapter 18 - Line formatting
17	_____	Chapter 23 - Envelopes and Labels
		Chapter 29 - Merging documents
18	_____	Final

*Graded assignment (All assignments in each chapter are to be completed.)

BEGINNING WORDPERFECT 6.1 FOR WINDOWS

ENROLLMENT SHEET

NAME _____
 ADDRESS _____
 TELEPHONE _____ SSN _____

<u>Assignment</u>	<u>Date</u>	<u>Grade</u>	<u>QUIZS</u>	<u>Date</u>	<u>Grade</u>
c02sa01	_____	_____	Chapters 1 and 2	_____	_____
c02sa02	_____	_____	Chapters 3 and 4	_____	_____
c03sa01	_____	_____	Chapters 5 and 6	_____	_____
c03sa02	_____	_____	Chapters 7 and 8	_____	_____
c03sa03	_____	_____	Chapters 9 and 10	_____	_____
c04sa03	_____	_____			
c04sa04	_____	_____	AVERAGE (20%)		_____
c05sa01	_____	_____			
c05sa04	_____	_____	<u>THEORY TESTS</u>		
c06sa04	_____	_____		<u>Date</u>	<u>Grade</u>
c06sa05	_____	_____			
c07sa04	_____	_____	Test No. 1 (1-6)	_____	_____
c07sa05	_____	_____	Test No. 2 (7-11)	_____	_____
c07sa06	_____	_____			
c08sa01	_____	_____	AVERAGE (30%)		_____
c08sa02	_____	_____			
c08sa03	_____	_____	<u>MASTERY ASSIGNMENTS</u>		
c09sa04	_____	_____			
c09sa05	_____	_____	<u>Assignments</u>	<u>Date</u>	<u>Grade</u>
c09sa06	_____	_____			
c10sa01	_____	_____	u01pa01	_____	_____
c10sa02	_____	_____	u01pa02	_____	_____
c10sa03	_____	_____	u01pa03	_____	_____
c11sa01	_____	_____	u01pa04	_____	_____
c11sa02	_____	_____	u01pa05	_____	_____
c11sa03	_____	_____	u02pa01	_____	_____
c12sa03	_____	_____	u02pa02	_____	_____
c12sa04	_____	_____	u02pa03	_____	_____
c12sa05	_____	_____	u02pa04	_____	_____
c14sa01	_____	_____	u02pa05	_____	_____
c14sa02	_____	_____	u02pa06	_____	_____
c14sa03	_____	_____			
c18sa02	_____	_____	AVERAGE (20%)		_____
c18sa04	_____	_____			
_____	_____	_____	FINAL (10%)	_____	_____
_____	_____	_____			
			FINAL GRADE		_____
			DATE		_____
AVERAGE (20%)		_____			