OT 2 - BEGINNING WORDPERFECT 6.1 FOR WINDOWS - _Fall, 1997_

COURSE SYLLABUS

INSTRUCTOR: Ms. Louise Auernheimer

MATERIALS OF INSTRUCTION:

- **CHAMPIONSHIP TYPING DRILLS** by Cortez Peters

- **WORDPERFECT 6.1 FOR WINDOWS** by Nita Rutkosky (includes a student data disk)

- Disks: Three (3) blank, unlabeled, 3 ½ inch double-sided high density.

- Case to store your diskettes.

- Loose-leaf notebook to keep handouts, assignments, and/or projects.

COURSE DESCRIPTION FROM KRCC CATALOG

Basic skills advised: eligible for English 25 and 26; Math 54 previously or concurrently.
Subject prerequisites: IS 10, high school typing or the equivalent.

UNITS - 3 (two lecture and three lab hours of class per week)

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.
- Proofread 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 settings, including left, right, center, and decimal tabs.

- ▶ 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 sessions, 7 a.m. to 7:50 a.m.

- ▶ Read 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 quizzes and theory tests as required.

COMPUTER TIME

Approximately four to six hours per week of computer time outside of class may be needed 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

Assignments must be competed in order to satisfactorily complete the requirements of this course.

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 - 28 - Thanksgiving
December 15-19 - Final Exam Week

OTHER

- CLASS BEGINS PROMPTLY! A lot of information, demonstration, and discussion occurs at the beginning of class.

- Make doctor's appointments, counseling appointments, dental appointments at times other than class time. We do not have foggy-day schedules in college. We do observe some holidays, but parties, birthdays, vacations, trips to see relatives, are not excused absences. Remember an empty chair cannot get a college education, but you can! If you are absent three(3) or more times, the instructor can fill out a drop card

and indicate the reason for the drop was excessive absences. HOWEVER, IT IS YOUR RESPONSIBILITY TO DROP THIS CLASS IF YOU DO NOT INTEND TO COMPLETE IT. The registrar's office and counselors are also notified.

- ► ABSOLUTELY NO FOOD, DRINKS, CANDY, CHEWING GUM, POPCORN, SMOKING, OR CHEWING TOBACCO IN THE CLASSROOM -- NOT EVEN BOTTLED WATER WITH A LID.

- ► Children in the computer labs and classroom - while we understand that your children may not have the same schedule that we do here at the college, we suggest that you do not bring them to class or computer labs with you. Students have told us they find children disruptive and distracting. Make other arrangements for them.

Weeks	Date	Assignment
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 formating

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

NAME _____

ADDESS _____

TELEPHONE _____ SSN _____

Assignment	Date	Grade
c02sa01	_____	_____
c02sa02	_____	_____
c03sa01	_____	_____
c03sa02	_____	_____
c03sa03	_____	_____
c04sa03	_____	_____
c04sa04	_____	_____
c05sa01	_____	_____
c05sa04	_____	_____
c06sa04	_____	_____
c06sa05	_____	_____
c07sa04	_____	_____
c07sa05	_____	_____
c07sa06	_____	_____
c08sa01	_____	_____
c08sa02	_____	_____
c08sa03	_____	_____
c09sa04	_____	_____
c09sa05	_____	_____
c09sa06	_____	_____
c10sa01	_____	_____
c10sa02	_____	_____
c10sa03	_____	_____
c11sa01	_____	_____
c11sa02	_____	_____
c11sa03	_____	_____
c12sa03	_____	_____
c12sa04	_____	_____
c12sa05	_____	_____
c14sa01	_____	_____
c14sa02	_____	_____
c14sa03	_____	_____
c18sa02	_____	_____
c18sa04	_____	_____
_____	_____	_____
_____	_____	_____

AVERAGE (20%) _____

QUIZS

	Date	Grade
Chapters 1 and 2	_____	_____
Chapters 3 and 4	_____	_____
Chapters 5 and 6	_____	_____
Chapters 7 and 8	_____	_____
Chapters 9 and 10	_____	_____

AVERAGE (20%) _____

THEORY TESTS

	Date	Grade
Test No. 1 (1-6)	_____	_____
Test No. 2 (7-11)	_____	_____

AVERAGE (30%) _____

MASTERY ASSIGNMENTS

Assignments	Date	Grade
u01pa01	_____	_____
u01pa02	_____	_____
u01pa03	_____	_____
u01pa04	_____	_____
u01pa05	_____	_____
u02pa01	_____	_____
u02pa02	_____	_____
u02pa03	_____	_____
u02pa04	_____	_____
u02pa05	_____	_____
u02pa06	_____	_____

AVERAGE (20%) _____

FINAL (10%) _____ _____

FINAL GRADE _____

DATE _____