

Course Syllabus

OT 3 – Advanced WordPerfect

Instructor: Mike Sorensen

Office: HUM 52

Phone: 638-3641 Ext. 3615

Office Hours:

Text: Corel WordPerfect 8 Complete Course, Eisch

Materials of Instruction:

Disks: Two blank, unlabeled, 3 ½ inch double-sided high density.

Objectives:

The student will be able to:

- change print formats involving pitch, font, lines per inch, justification.
- perform block operations.
- perform global document searches and replace text.
- create headers and footers on odd, even, alternate pages with single or multiple lines of text centered or located left or right on the page.
- properly place footnotes and endnotes.
- utilize the automatic outlining feature of the word processing software up to five levels.
- define and use macros.
- create forms with line draw function.
- edit using switch, split screen, document assembly and merge functions.
- mix column layouts, wrap text around graphics, spread headlines and titles and use special effects such as enlarged capitals, reverse type, boxes, rules, borders, and clip art.

Course Content:

This course consists of lectures, demonstrations, discussions, hands-on computer applications, and student presentations. There will be limited lab time available during class. Students must have access to computers outside of class time to complete assignments.

Assignment Heading:

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

Name
Lesson Number
Exercise Name

Grading:

Grading components will be weighted as follows:

Tests	60%
Projects	30%
Participation	10%

Grades will be based on the following scale:

90%-100%	A
80%-89%	B
70%-79%	C
60%-69%	D
Below 60%	F

Classroom Behavior:

Food, beverages, and chewing gum are not allowed in the computer lab at any time. Anyone who chooses to bring food, beverages, or chewing gum into the lab will be removed from the lab and/or class. All pagers must be turned off. All cellular phones must be put on quiet mode or turned off.

Attendance:

Your education is preparing you for a career in the business field. There is no such thing as an excused absence field in business. Therefore, excessive absences will not be tolerated. If you are absent more than five class meetings your grade may be reduced by one letter grade. Continued absences beyond five meetings may result in being dropped from the class. If you know that you must be absent for a class meeting, please tell me at the class meeting prior to your absence.

Tardiness:

Just as you can not be late to work you can not be late to this class. If you are tardy for more than five class meetings your grade may be reduced by one letter grade. If you know that you must be late to a class meeting, please tell me at the class meeting prior to your tardiness.

Last day to drop this course: March 10, 2000