

## **CAOT-39 Word Processing – Keyboarding & Operations - WordPerfect**

Fall 2013. Section 8514. Instructor: C. Titus

Office hours: 4:45-6:45 Ts. Subject to change with notice. Class: CE-225, 6:45-10.

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College: [www.wlac.edu](http://www.wlac.edu) ; Department: [www.wlac.edu/csit](http://www.wlac.edu/csit)

This course presents Word Processing using WordPerfect. It presumes computer familiarity and ability to type 20 wpm. Students also work online 1.05 hrs./wk.

Objectives: As a result of completing this course successfully, the student will be able to:

1. Use WordPerfect terminology accurately.
2. Use computer systems, including a printer, in order to create, save, print, and manage files.
3. Recall, edit, and perfect documents.
4. Perform selected advanced functions such as form letters and mail merge.

Upon successful completion of this course, the student should be able to identify the appropriate document formatting and activity and prepare accurate documentation to satisfy particular job or business requirements. The culminating activity includes a comprehensive objective measure and a practical evaluation performed on a computer. The practical requires the student to use the currently assigned software to prepare an advanced procedure such as: performing a merge activity based on a document to be formatted according to a traditional layout, content, and recipient's list provided by the instructor. The entire practical activity is timed.

A successful pursuit of the many topics in this subject requires:

1. Regular and on-time attendance in class. Absences over 3 hours may result in exclusion or a grading penalty. Three tardies count as an absence. It is the student's responsibility to drop any class they wish to terminate.
2. Preparation for class and lab by studying the written materials. These include the texts, handouts, and the student's own lecture notes.
3. Regular computer lab activities using the applications programs. Several hours each week, at the student's convenience, are appropriate. This includes 2 hours in the college lab in addition to the scheduled class meeting time. Selected exercises are to be submitted as hard copy for credit.

The required materials for this class include:

1. *WordPerfect 9. Complete Tutorial*, Eisch, South-Western Publishing, ISBN 0-538-69247-2. (Rentable from college bookstore.)
2. (1) Flash drive. Any capacity. (Only this class files to go on this drive.)
3. (6) narrow Scantron scoring sheets & a #2 pencil with eraser.

Grading will be based on the following: quizzes, a mid-term, specifically assigned lab exercises, the final exam, and attendance and participation. Each category counts 20%.

Please consult the college catalog, student handbook, & schedule of classes for college rules & pertinent dates. The last date to drop any class is printed in the schedule. Unavoidable absences should be discussed with the instructor, preferably in advance. Notes & assignments, missed due to absence, should be obtained from another student. Make-up exams/quizzes are not provided for. -Completed exams will be discussed only during the class time when the results are announced. It is in your interest to keep track of your grades & absences. Children are not permitted in class. Recording devices, beepers/pagers & other personal electronic devices should be turned off. Cell phones should be turned off & no cell conversations are permitted in class or labs. Final exams must be taken at the time scheduled. Please have reference materials (notes, handouts, lab text) when in the lab. Please read & observe all the lab rules which are designed to benefit all students.

All work for credit, either written or produced on the computer, must be your own. Students, of course, may work together while learning on the computer. **Save only this class's work on the flash drive & save with file names specified in the texts or by the instructor.**

Topic schedule:

Week

1. Introduction to WordPerfect.
2. Moving the Insertion Point, Correcting Text. Text Enhancement.
3. Working with Documents. Text Entry Features.
4. Editing Features. Writing Tools.
5. Windows Tools & File Management.
6. Page and Paragraph Formatting. Document Formatting.
7. Misc. Formatting Tools. Advanced File Management.
8. Review.
9. Midterm exam.
10. Tables.
11. Outlining and Text Columns. Forms.
12. Macros.
13. Merge. Putting Merge to Work.
14. Sort, Extract, and Select.
15. Labels.
16. Review. Final Exam.

Numbered weeks ignore vacations. Schedule subject to changes. All lab work & tests must be your own. Printout & submit work only when directed. All work to be saved goes on the flash drive under the filename directed by the text or the instructor. (Some work is designed to not be saved and most work is not to be printed.)

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## Syllabus Addendum – General College/Department Resources

<https://netmail.wlac.edu/> Student's college e-mail. Instructions & video on student access to the college e-mail available by: [www.wlac.edu](http://www.wlac.edu) > For Students > E-mail-About Student E-mail (under Quick Links). (You need a student id number for the User Name, and the month & day of birth for the password.)

[www.wlac.edu](http://www.wlac.edu) College website. Financial aid, student services, class schedules info and access to *Etudes* website for online courses, etc. Quizzes/tests may be accessed using this website. Campus parking and building map is included.

[www.wlac.edu/csit](http://www.wlac.edu/csit) Division (department) website. Degree/certificate information, scholarship/internship info, and access to free/discount downloads, etc. The computer lab in CE-101 operating hours are listed here. Degree & certificate requirements for this department are listed here.

[www.myitlab.com](http://www.myitlab.com) Website for textbook publisher's materials for the training, assignments, and tests used in the **CSIT-901** course. Access available only thru individual course access code supplied with the textbook kit from college bookstore. 901 students do the actual computer activities using this website. (The Instructor accesses this website to review work.)

[www.wlac.edu](http://www.wlac.edu) Access to the *Etudes* website used for many courses (sometimes in addition to other websites – such as myitlab). It is sometimes used for e-mail to students separate from the college student e-mail system. Instructions on login information available by: [www.wlac.edu](http://www.wlac.edu) > Online/Hybrid classes > Course Login Info.

[www.wlac.edu/transfer/index.html#honors](http://www.wlac.edu/transfer/index.html#honors) Website for extra work/credit “honors” classes.

Course descriptions are provided in the *college catalog* available from college bookstore. District policies regarding college and student conduct are included.

Class schedules are provided in the *schedule of classes* available from the college bookstore. (More up-to-date class schedules are available from the college website.) Important dates, such as last date to drop with or without a “W”, are included. Campus parking and the building map is included.

Instructor and computer lab hours will be periodically announced by the instructor in class and posted on the appropriate room doors as well as on the CAOT/CSIT webpage.

Food and drink are banned from classrooms and labs. All electronic devices are to be disabled in classroom and lab, other than the college provided computer in the lab. All student work for evaluation is to be the student's alone, except in the case of assigned group activities.

Absences in excess of one week of class time (with three tardies counting as an absence) may result in exclusion. Failure to submit assigned work in the first three weeks of class may result in exclusion. Incomplete grades are reserved for physical inability to perform the final exam (such as sudden hospitalization). It is the student's responsibility to drop classes. Last day to drop without a "W" in Fall 2013 is Sep. 6. Last day to drop with a "W" is Nov. 15 (for semester length classes). If any question about the above information, please consult with the instructor.

Students who need special accommodations should register with the DSPS Office and notify the instructor.

Students must abide by the Board of Trustees rules, and the Code of Conduct including provisions regarding honesty.

## **West Los Angeles College Institutional Learning Outcomes**

1. Critical Thinking: Analyze problems by differentiating fact from opinions, using evidence, and using sound reasoning to specify multiple solutions and their consequences.
2. Communication: Effectively communicate thought in a clear, well-organized manner to persuade, inform, and convey ideas in academic, work, family, and community settings.
3. Self-awareness/interpersonal skills: Apply self-assessment and reflection strategies to interpersonal, work, community, career, and educational pathways.
4. Technical Competence: Utilize the appropriate technology effectively for informational academic, personal, and professional needs.
5. Cultural Diversity: Respectfully engage with other cultures in an effort to understand them.
6. Ethics: Practice and demonstrate standards of personal and professional integrity, honesty and fairness; apply ethical principles in submission of all college work.

### **Student Learning Outcomes**

Course Name and Number      CAOT 039

Course Title      MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING

#### **Course Objectives (as stated in the Course Outline of Record)**

1. Explain the course plan and the major.
2. Review WordPerfect basics.
3. Demonstrate and explain document production.
4. Construct various documents.
5. Examine document formatting.
6. Explain, construct and employ headers and footers.
7. Explain, construct and employ numbering and outlines.
8. Explain, construct and employ styles.
9. Create and use merge codes in form letters.
10. Construct tables.
11. Employ tables
12. Construct various documents using macros and forms.
13. Manipulate graphic elements.
14. Assemble complex documents.
15. Construct mixed documents.
16. Review, revise and edit complex documents.
17. Review advanced operations.
18. Execute final exam.