NOTE: If you wish to take this course for AUDIT (not receive a grade), you can change to AUDIT status by completing a Drop/Add form by the published deadline date. You will receive the same instruction as students getting a grade, but your GPA will not be affected and the course will not count toward an academic degree.

This college level course is a lecture class. You will be expected to do lab assignment work in addition to regularly scheduled class time to complete computer application assignments. At the instructor's discretion, time will be given to work on assignments in class. Open labs are available at all campuses. Check posted hours.

Catalog Course Description:

A study of the beginning to intermediate features of WordPerfect word processing software. Course will reinforce basic word processing skills and give the students experience with formatting business documents using WordPerfect. Timed theory/production tests will be included.

Entry Level Standards:

Keyboarding speed of 35 wpm or better.

Prerequisite:

OST 1100 of equivalent

Textbook(s) and Other Reference Materials Basic to the Course:

Microsoft Windows 95 Introductory, June Parsons and Dan Oja, Course Technology, 1996.
Two diskettes: 3.5” 1.44-MB High Density Disks
Two folders, two-pocket (non-glossy), for submitting and keeping assignments.

I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Review of Windows 95 Basics</td>
</tr>
<tr>
<td>2</td>
<td>Creating, Saving, Closing, Opening, Editing a Document in WP8; Formatting Characters, Lines, Using Reveal Codes</td>
</tr>
<tr>
<td>3</td>
<td>Changing Margins and Indents; Memorandum Format Review</td>
</tr>
</tbody>
</table>
Managing Documents using WordPerfect 8 and Windows Explorer 6

Changing Fonts; Using Speller and Thesaurus; Business Letter Format Review

Test 1

Manipulating Tabs; Page Formatting and Page Numbering; Report Basics; Using Hard Spaces, Using Hard and Soft Hyphens

Headers and Footers

Multi-page Business Letter Formats, Envelopes; Test 2

Manipulating Text Within and Between Documents; Revising and Printing Documents, Grammatik

Tables--Creating

Tables--Formatting

Test 3

Merging Documents and Envelopes

Merging Documents and Labels, Sorting before Merging; Test 4

Comprehensive Final Exam

II. Course Objectives*:

A. Review and reinforce basic WINDOWS 95 concepts and features. I

B. Review beginning generic word processing features and become proficient using beginning to intermediate features in WordPerfect 8. I, II, III, X

C. Review basic document formats and become proficient in completing basic documents using formatting features of WordPerfect 8. IV, X, XII

D. Understand more advanced concepts of word processing with more complex assignments. I, III, XII

E. Have hands-on experience using realistic office applications and to strengthen the students' ability to proofread; located planted errors, and use decision-making skills. IV, VI, X, XII

*Roman numerals after course objectives reference goals of the Business and Computer Technologies department.

III. Instructional Processes*:

Students will:

1. Use computer technology to promote objectives of the course; specifically, Windows 95 and WordPerfect 8. Technological Literacy Outcome

2. Use Windows 95 features effectively to manipulate files and folders at both the operating level and the software application level. Technological Literacy Outcome

4. Research a reference manual to find and correct formatting errors, grammar errors, and usage errors when inputting business reports, letters, and memorandums. *Problem Solving and Decision Making Outcome, Information Literacy Outcome*

5. Apply basic math skills to solving computations on business documents. *Numerical Literacy Outcome*

*Strategies and outcomes listed after instructional processes reference Pellissippi State’s goals for strengthening general education knowledge and skills, connecting coursework to experiences beyond the classroom, and encouraging students to take active and responsible roles in the educational process.

**IV. Expectations for Student Performance***:

Upon successful completion of this course, the student should be able to:

1. Review the basic Windows 95 features. A
2. Format disks, copy files, copy disks. A
4. Open a document, make changes, save document with a new name. B
5. Print a document and exit WordPerfect 8 and Windows 95. A, B
6. Move the insertion point efficiently using mouse or keystrokes. B
7. Select text quickly with mouse or keystrokes. B
8. Edit a document by inserting or deleting text, splitting and joining paragraphs, using Undo and Redo. B
9. Enhancing text with character formatting such as bold, italics, underlining. B
10. Use Reveal Codes to remove formatting codes quickly. B
11. Use WordPerfect 8’s Help and Perfect Expert features. B
12. Enhance business memos and letters by changing the alignment of lines and paragraphs of text. C
13. Change margins and indent text using menus and/or ruler bar. C
14. Create bulleted paragraphs and numbered paragraphs. C
15. Use Windows Explorer and WordPerfect 8 to maintain documents in folders; copy, move, rename, and print documents; create document summaries. C
16. Use QuickFinder feature to locate files. C
17. Use fonts and the Quick Format feature to adjust style and size of type as well as the appearance of characters in standard business documents. B, C
18. Use WordPerfect 8 symbols in documents. B
19. Use Spell Checker, Thesaurus, and Quick Correct in the Tools menu. B
20. Adjust page breaks, turn on Widow Orphan feature, number pages in a document. C, E
21. Use tabs to create two-and-three column tables with tab settings including left, right, center, and decimal. B, C
22. Create headers and footers in a multiple-page report. C, E
23. Manipulate blocks and columns of text between areas of different business documents and open multiple windows to move or copy text between documents. C
24. Use Find and Replace to revise text and codes. C
25. Customize print jobs using the Print Dialog Box. B
26. Be familiar with Grammatik for improving the grammar and style of written business documents. C, E
27. Create tables, enter text, select cells, edit, cut and paste within the table, change column widths, insert and delete rows and columns. D
28. Format tables with shading, lines, and borders; use the calculation features in tables; use the speed format feature. D, E
29. Use the Merge feature to format and merge separate files to create a series of similar business documents, such as personalized form letters, envelopes, and labels. D, E

*Letters after performance expectations reference the course objectives listed above.

V. Evaluation:

A. Testing Procedures: 50% of grade

Timed theory and production tests will be given over competencies practiced in and out of class. NO MAKEUP TESTS WILL BE GIVEN. If you are absent on one of the days a test is given, you will take a comprehensive application test at the end of the semester to replace the test you have missed. If a student does not take the regular final exam, the student will receive an F for the course.

B. Laboratory Expectations: 50% of grade

IN-CLASS AND HOMEWORK ASSIGNMENTS
Selected in-class assignments and pop quizzes covering reading assignments will be graded over competencies presented. A point system of grading will be utilized based on the amount of work completed in class and on the accuracy of the work.

<table>
<thead>
<tr>
<th>Errors</th>
<th>0</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

Computer assignments will be graded for proofreading, formatting, WP codes, and planted grammatical and punctuation errors where applicable. Each area graded will be assessed on the above 5 point scale.
Out of class time will be required to complete these assignments. Selected assignments will be
graded using the 5 point scale and criteria as shown above. A penalty of minus two points per working day will be assessed for late out of class assignments. Homework or other assignments will NOT be accepted after two weeks past the due date. Pop quizzes can not be made up.

C. Field Work:

N/A

D. Other Evaluation Methods:

N/A

E. Grading Scale:

In order to be ready to enroll in the next course in sequence, it is recommended that the student earn a final grade of C (75%) or better.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
</tr>
<tr>
<td>B+</td>
<td>90-92</td>
</tr>
<tr>
<td>B</td>
<td>85-89</td>
</tr>
<tr>
<td>C+</td>
<td>80-84</td>
</tr>
<tr>
<td>C</td>
<td>75-79</td>
</tr>
<tr>
<td>D</td>
<td>70-74</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 69</td>
</tr>
</tbody>
</table>

VI. Policies:

A. Attendance Policy:

Pellissippi State Technical Community College expects students to attend all scheduled instructional activities. As a minimum, students in all courses must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course.

Regular attendance is required to receive veteran's benefit pay. Instructors are required to report non-attendance of veterans to the Veterans Affairs Office which reports non-attendance to the Veterans Administration Regional Office. Payments are adjusted or canceled if attendance is not regular.

B. Academic Dishonesty:

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular Pellissippi State procedures as a result of academic misconduct, the instructor has the authority to assign an F or a zero for the exercise or examination or to assign an F in the course.