



<b>M:</b>	<p>Course Objectives / Learning Outcomes</p> <p>The learner has reliably demonstrated the ability to :</p> <ol style="list-style-type: none"> <li>1. apply a variety of resources and methods to learn advanced word processing software functions;</li> <li>2. use accepted terminology for word processing functions and hardware components;</li> <li>3. transfer knowledge and skills to other computer programs;</li> <li>4. produce finished documents in accordance with business standards for timely completion, correctness of content and format, professional appearance and creativity.</li> <li>5. accept responsibility for own file maintenance including logical use of directories, backup and safe storage procedures.</li> </ol>										
<b>N:</b>	<p>Course Content</p> <ol style="list-style-type: none"> <li>1. Create a data source with Mail Merge and merge the records to a main document or to labels and envelopes.</li> <li>2. Create and format tables.</li> <li>3. Add borders and clip art to documents.</li> <li>4. Use Microsoft Draw and WordArt to format documents using special features such as Hyphenating, Autotext, Find and Replace and Dropped Capital Letters.</li> <li>5. Create charts and import data.</li> <li>6. Record and run Macros.</li> <li>7. Format text with Styles.</li> <li>8. Sort paragraphs, columns and tables.</li> <li>9. Create outlines and fill-in forms.</li> <li>10. Create Templates, Table of Contents, Indexes, Tables of Figures and Table of Authorities.</li> </ol>										
<b>O:</b>	<p>Methods of Instruction</p> <p>Communication between instructor and students will be conducted online using the WebCT email, discussion and chat utilities. The instructor will guide the students through a series of learning objectives using motivation and online instruction.</p>										
<b>P:</b>	<p>Textbooks and Materials to be Purchased by Students</p> <ul style="list-style-type: none"> <li>• Microsoft Word 2000 Signature Series with Student CD, Nita Rutkosky</li> <li>• Microsoft Word 2000 software</li> <li>• At least three formatted 3 ½" floppy disks</li> </ul>										
<b>Q:</b>	<p>Means of Assessment</p> <table> <tr> <td>• Chapter Assessments</td> <td>25%</td> </tr> <tr> <td>• Unit Assessments</td> <td>25%</td> </tr> <tr> <td>• Theory Exams (online)</td> <td>10%</td> </tr> <tr> <td>• Final Production Exam</td> <td>40%</td> </tr> <tr> <td></td> <td><u>100%</u></td> </tr> </table>	• Chapter Assessments	25%	• Unit Assessments	25%	• Theory Exams (online)	10%	• Final Production Exam	40%		<u>100%</u>
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<b>R:</b>	<p>Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p> <p>The course is open to PLAR.</p>										

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Course Designer(s)  
Julie Crothers

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Education Council / Curriculum Committee Representative

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Dean / Director  
Jim Sator

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Registrar  
Trish Angus

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