ONLINE
INTRODUCTION TO WORD PROCESSING           OT 125
COURSE SYLLABUS

OT 125                       5 Credits
Schedule # 5512

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Text: Keyboarding and Word Processing, Microsoft Word 2002 by VanHuss, Forde, Woo
Micropace Pro Individual User Disk

Prerequisite: Basic Keyboarding Skills
Basic Computer Literacy Skills

Success Factors:

Self-motivated learner
Self-directed in learning activities
Follow through on completion of all assignments and activities
Remain on schedule for assignments, tests, etc.

Hardware and Software Requirements:

Windows 98 or higher operating system
Microsoft Office 2002
CD Drive
14.4 modem and active Internet connection through a service provider
Personal e-mail account
Course Objective:

This course is designed to introduce the student to basic computer word processing concepts using a window’s environment. Emphasis is placed on basic word processing skills and functions. Basic windows operation including files management is also covered.

An important goal of the course is to provide the student with the ability to transfer the skills and concepts learned to emerging technology, computer programs, etc., as changes in the field are introduced and adopted.

Course Outcomes:

Upon satisfactory completion of this course, the student will demonstrate the following competencies:

1. Correct keyboarding techniques.
2. The ability to use the basic functions provided in word processing programs for the production of a variety of personal and business documents.
3. Correct formatting and editing the following business documents:
   a. Business letters and correspondence
   b. Reports
   c. Memos
   d. Tables
4. Basic windows operation.
5. Basic files management (directory, file saving, retrieving, deleting, printing, etc.)
6. Keyboarding at a minimum of 30 words per minute

Student Responsibilities:

In order to achieve the objectives for this course, students will be required to accomplish the following:

- E-mail all assignments, tests, etc., to instructor’s e-mail address by scheduled deadline
- Complete hands-on exercises and assignments as assigned.
- Complete exams as scheduled.
- Complete timings as assigned.
**Course Schedule:**

This course is designed as a 7 week course. Specific assignments, timings, and test schedule for each week will be given to the student the first week of the quarter. Assignments for Week 1 will be due by midnight on Monday of Week 2; assignments for Week 2 will be due by midnight on Monday of Week 3, etc. **No assignments will be accepted after the deadline for the week.**

Assignments and due dates may be adjusted at the instructor’s discretion.

Instructor will make every effort to return submitted assignments within 24 hours, Monday through Thursday.

**Timings:**

You will complete timings using the MicroPace Pro disk packaged with your textbook. Final timing grade will be computed from the top three timing scores throughout the quarter. Timing grade is based on the following criteria.

- 30 - 35 NWPM - C
- 36 - 39 NWPM - B
- 40 - UP NWPM - A

**Grading:**

Computation of grades is as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly Assignments</td>
<td>30%</td>
</tr>
<tr>
<td>Timings</td>
<td>30%</td>
</tr>
<tr>
<td>Exams</td>
<td>40%</td>
</tr>
</tbody>
</table>

100 Percent

Final grades will be assigned as follows:

- A  =93 - 100%
- A- =90 - 92%
- B+ =87 - 89%
- B  =83 - 86%
- B- =80 - 82%
- C+=77 - 79%
- C  =73 - 76%
- C- =70 - 72%
- D+ =67 - 69%
- D  =60 - 66%
- F  = Below 60%