INTRODUCTION TO WORD PROCESSING  
OT 125  
COURSE SYLLABUS

5 Credits

M-F

Susan Quinn, Instructor

Text: Keyboarding and Word Processing, MS Word 2003, VanHuss, Forde, Woo, Hefferin

Prerequisite: Keyboarding 024 or Instructor Permission.

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.
2. Correct formatting and editing the following business documents: 
   a. Business letters and correspondence 
   b. Reports 
   c. Memos 
   d. Tables 
3. Basic windows operation.
4. Basic files management (directory, file saving, retrieving, deleting, printing, etc.)
5. 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:

- Attend all class sessions.
- Complete hands-on exercises and assignments as assigned.
- Complete exams as scheduled.
- Complete timings as given.

**Assignment Due Dates:** All assignments for the week are due to the instructor by Tuesday morning of the following week. No assignments will be accepted for grading after that date.

**Web Page:** Class assignments will be posted on the following website under the link for the class. If a student is unable to attend a class, the information they need for the class will be available by accessing:

http://staff.wwcc.edu/susan.quinn/

**Timings:**

You will complete timings as they are presented. 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>Daily Assignments</td>
<td>20 Percent</td>
</tr>
<tr>
<td>Timings</td>
<td>30 Percent</td>
</tr>
<tr>
<td>Attendance</td>
<td>10 Percent</td>
</tr>
<tr>
<td>Exams</td>
<td>40 Percent</td>
</tr>
<tr>
<td></td>
<td>100 Percent</td>
</tr>
</tbody>
</table>

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%