ONLINE

INTRODUCTION TO WORD PROCESSING   OT 125
COURSE SYLLABUS

OT 125                  5 Credits
Schedule # 5724

Walla Walla, WA 99362
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Text: Keyboarding and Word Processing, Microsoft Word 2003 by VanHuss, Forde, Woo, Hefferin
      Micropace Pro Individual License

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:

Microsoft Office 2003
CD Drive
Internet connection through a service provider
Personal e-mail account

Course Websites:

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

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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 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:

- 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.

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Course Schedule:

This course is designed as a 10-week course. Specific assignments, timings, test schedule and deadlines for submission of all weekly assignments will be posted to the course websites by Thursday of the previous week. **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 Friday.

Timings:
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>Weekly Assignments</th>
<th>40 Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timings</td>
<td>20 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%