

COMPUTERS 061
NAME & NUMBER OF COURSE

SYNONYMOUS COURSES:

(a) replaces N/A
 (course #)

(b) cannot take N/A for further credit
 (course #)

SUPPLIES/MATERIALS:

Computer Disc

TEXTBOOKS, REFERENCES, MATERIALS (List reading resources elsewhere)

TEXT: Introduction to Word Processing and Keyboarding by Carlo Bussani
Access to CCC Keyboarding Program.

OBJECTIVES:

1. To assist students overcome their fear of the computer.
2. To develop elementary keyboarding ability.
3. To develop a familiarity with basic computer terminology.
4. To develop basic word processing skills.

METHODS:

1. Lecture
2. Lab

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STUDENT EVALUATION PROCEDURE:

Participation 50%

Assignment 50%

COURSE CONTENT

1. Keyboarding Practice
2. The basics - using Word Perfect

- Using - Help
- Editing
 - Save and clear
 - Save and resume
 - Clear without saving
 - Printing your work
 - Getting your work
 - Save and quit
 - Turning off the computer

- Tasks - Editing (delete, erase, combine, new page)
- Managing files (erasing files, renaming files)
 - Changing appearances (reveal codes, centre, bold, underline, indent etc)
 - Blocks (selecting, moving, copying, deleting)
 - Advanced Editing (search and replace, spellcheck, Thesaurus)
 - Advanced Appearance Changes
 - (margins, double space, number pages etc)