

Global Learning Semesters

Course Syllabus

Course: OFAD-112 Word Processing

Department: Management and MIS

Host Institution: Intercollege, Nicosia, Cyprus



Course Summary		
Course Code	Course Title	Recommended Credit Hours
OFAD-112	Word Processing	3
Semester Offered	Contact Hours	Prerequisites
Please contact us	42-45	None
Department	Level of Course	Language of Instruction
Management and MIS	Lower Division	English

Course Description

The objective of this course is to enable students to operate and use standard word processing systems to create and edit typical business documents. On completion of this course the student should be able to create, save, retrieve, edit and manipulate, format and print a text file. Should also feel comfortable to use advanced word processing features such as mail merge, spell check, thesaurus, etc.

Word processing is taught under the Windows environment with the use of a popular word processing package such as WordPerfect, Word or other.

Prerequisites

None

Topic Areas

1. Create a document, save it to disk, recall the document, perform document manipulation and text editing including insertions, deletions, find and replace, and block operations.
2. Perform document layout operations including headers and footers, page formats, margins, justification, tabulation for text and numbers, page-numbering schemes.
3. Use common printer commands including underlines, subscript/superscript, typeface changes, and print the final result.
4. Use a mail merge package for a standard letter and data file. Use a spell checker and thesaurus.
5. Improve the document layout with lines, tables and where appropriate to the system used import diagrams and images.
6. Print the final version of the document, save and backup.

Readings and Resources

Recommended Reading

- Manuals of the respective software packages.