

Course Outline
OFAD 245
Special Software Applications
2 Semester Hours

The Community College of Baltimore County

Description

Special Software Applications

Uses a self-paced course structure to provide mastery in basic features of a software package selected by the student from a variety of commonly used word processing, data base, spreadsheet, and electronic presentation packages.

Prerequisite: OFAD 104, CINS 101 or OFAD 160, or consent of instructor

Overall Course Objectives.

Upon completion of this course the student will be able to:

1. understand how to operate a computer to perform word processing operations.
2. interpret and comprehend technical information presented in the Reference Manual, and
3. demonstrate a level of proficiency using word processing software that is consistent with general employment requirements for word processing operators.

Major Topics

1. Word processing concepts
2. Document formatting
3. Use reference manuals
4. Create and edit a document.
5. Print a document.
6. Format text.
7. Format characters
8. Use tabs.
9. Headers and footers
10. Page numbering
11. Envelopes
12. Mail Merge

Course Requirements

Final grades will be computed as follows:

Evaluation	Point Value
15 Assignments	150
3 Production Tests	<u>150</u>
	300

Final letter grades (based on total points earned) will be awarded as follows:

300 – 270 = A

269 – 240 = B

239 – 210 = C

209 – 180 = D

Below 179 = F

Other Course Information