

Common Course Outline
OFAD 221
Word Processing Concepts and Procedures
3 Credits

The Community College of Baltimore County

Description

Word Processing Concepts and Procedures

Introduces the field of information and word processing; emphasizes the theory of office automation; teaches specific word processing applications through hands-on activities.

Prerequisite: OFAD 104 or permission of instructor

Overall Course Objectives

Upon completion of this course, students will be able to

- ☐ create, print, and edit documents
- ☐ format characters and use Help
- ☐ format paragraphs
- ☐ format documents and sections
- ☐ maintain and print documents
- ☐ use writing tools
- ☐ manipulate tabs
- ☐ manipulate text within and between documents
- ☐ format with special features
- ☐ create headers and footers in a document
- ☐ create footnotes and endnotes

Major Topics

- A. Introduction to Word Processing Using Word
- B. Preparing and Managing Documents
- C. Formatting and Enhancing Documents
- D. Customizing Documents
- E. Adding Visual Appeal to Documents

Course Requirements

Grading/exams: Grading procedures will be determined by the individual faculty member but will include the following: You will be responsible for all the material covered in the learning activities packet. The final grade will be determined by instructor evaluations of daily work and the average of the grades earned on performances tests, the final examination, and three periodical summaries.

Other Course Information

This is a self-paced, production-oriented course where consistent attendance is mandatory to complete it within a semester's time frame. You are expected to attend class at the times selected during registration. If you miss a class, schedule a make-up time. If you fall behind, it may be necessary for you to schedule additional class time.