Lead City University, Ibadan

Faculty of Environmental, Social & Management Sciences
Department of Business Administration
2nd Semester 2017/2018 Academic Session

COURSE PARTICULARS

Course Code:	BED 113
Course Title:	Word Processing
No. of Units:	3 Units
Status:	Compulsory

LECTURERS' DETAILS

Name:	Awobenu Lydia Adejoke
Qualifications:	ADPA, MBA, M.Sc., ACIPM, AMNIM
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Area of Specialization:	Management/Administration.

Name:	Mrs. K.O. Popoola
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Area of Specialization:	Office Information Management

COURSE DESCRIPTION

Students will be exposed to the use of computer system, word processing terminology and concepts, instruction on how to use the keyboard and other main operating parts of the computer (Monitor, CPU and Printers). Practical exposure to computing and familiarization with all components and accessories. Booting: cold and warm booting and other necessary care of the systems units. Acquisition of the keyboard skill using the "Home keys concept".

COURSE OBJECTIVES: To teach students to identify word processing terminology and concepts, create technical documents, format and edit documents, use simple tools and utilities and print document. To provide the students with basic skills and techniques required in keyboarding and to familiarize them with the use of Microsoft Word for production works such as Manuscripts, Letters, Memorandum, e.t.c..

COURSE REQUIREMENT/ASSESSMENT

Continuous Assessment: Attendance, Tests, Assignments	= 40%
Examination	= 60%

LECTURE PLAN

WEEK	TOPIC
Week 1 – 2	Keyboarding skills and techniques, keyboarding home keys, practical exposure to computing and familiarization with all components and accessories; internal and external hardware parts
Week 3	Launch Word and navigate the editing screen; Identify the components of the Word window, edit a document, save a document, preview and print a document, close a document, locate and open an existing document, create a new document, close the Word application.
Week 4	Create and edit a Word document; Create a letter, select text, cut, copy, and paste text, switch between editing views.
Week 5	Use the proofing tools; Check spelling and grammar, use synonyms and the thesaurus to replace words, use the AutoCorrect tool, insert text with the AutoCorrect tool, find and replace text.
Week 6 – 7	Apply character formatting; Change fonts and font sizes, apply font styles, character styles, and special character effects, change the case of text, highlight text in a document, insert symbols and special characters. Set and modify tab stops; Set left tab stops, set center tab stops, set decimal tab stops, set right tab stops, set tab stops with leaders.
Week 8	Format paragraphs; Add bullets, numbering, borders, and shading, set line and paragraph spacing, align and indent paragraphs, insert page breaks, create and modify headers and footers, apply paragraph styles, create outlines.
Week 9 - 10	Introduction to manuscripts and memorandum, correction signs, types of paragraph, spaced and closed capitals. Production of letter layout, full punctuation, Spacing rules, types of spacing, preview and print a document; Use Print Preview, print a document, print envelopes and labels, print envelopes, labels.
Week 11	TEST
Week 12 – 13	Table and table formatting; Create basic tables, create and format tables, modify tables, position tables, apply AutoFormats to tables, Customize tables; use special table features, perform calculations in a table, use table styles, use tab stops in a table, convert text to a table, merge and split table

	cells. Compare and merge documents; Track changes to a document, view and edit comments, compare and merge documents, convert documents into web pages.
Week 14	REVISION
Week 15	EXAMINATIONS

READING LIST

- Applied Typewriting for schools and colleges (Revised Ed.) by L.I. Ahukannah, African-Fep Publishers Ltd., Onitsha, Nigeria.
- Keyboarding & Word Processing complete course 19th Edition by Susie H.V., Connie M.V & Donna L.W., Censage Learning Publishers, Boston, USA.

Section B

TUTORIAL QUESTIONS

Part A:
1.   Write out the meaning of the following signs

2a.   What is Text Processing?
b.   Give five differences between Inkjet and laserjet printer.
c.   Write on the following
        (i)   Saving a document   (b)   Formatting a document   (c)   Title Bar

3a.   Highlight seven (7) keyboarding techniques needed in order to develop optimal speed.
b.   Give five reasons why texts are being processed.
c.   Write the following in full
        (i) resp (ii) ffa (iii) ref (iv) opp (v) coy (vi) esp (vii)ayc (viii) devt (ix) appt (x)yr (xi) adv

Part B:

The questions are Practical

Section C

MARKING GUIDE FOR ALL KEYBOARDING COURSES

Part A:
1.	Ability to write the meaning of each signs	-	5 marks

2a.	Meaning of Text Processing	-	$3^1/_2$marks
b.	Ability to give differences between Inkjet and Laserjet printer	-	5 marks
c.	Explanation of: saving a document, formatting a document and title bar	-	9 marks

3a.	Ability to highlight seven keyboarding techniques needed	-	7 marks
b.	Ability to state five reasons why texts are being processed.	-	5 marks
c.	Writing the abbreviations in full	-	$5^1/_2$marks

Part B:
(1)   Printed rubric instructions not carried out…………………….minus 3 marks for each infringement.

(2)   Specific instruction / marginal instruction not carried out or ………minus 2 marks for each infringement wrongly carried out.

(3)   Typographical Errors …………………………………..minus 1 marks for each occurrence

(4)   Omission/additions (superfluous words):
         1 word or each punctuation mark omitted …………… minus 1 mark for each occurrence
         2-5 consecutive words ……………………………………..minus 3 marks
         6-10 consecutive words ……………………………………minus 4 marks
         Every five additional consecutive words ……………………..minus 1 mark
         (Note that if a task was not completed, the portion left is not to be treated as omissions
         but as short working)

(5)   Part of a letter or memo positioned elsewhere, other than …...minus 1 mark for occurrence
         according to the rules.

(6)   Other errors of inconsistent layout similar to (5) above ...minus 1 mark for each occurrence

(7)   No space between words ……………………………..minus 1 mark for each occurrence

(8)   Mixture of full punctuation and open punctuation to be treated as under (4) above to a maximum of 2 marks.

(9)   Drafting abbreviation not expanded or wrongly expanded……...minus 1 mark for each occurrence.

(10)   Initials typed without space between the letters or acronyms………………minus 1 mark for each

Not typed close up in open punctuations……………… occurrence up to a maximum of 3 marks.

(11) Other errors not covered above …………………………minus 1 mark for each occurrence