



Republic of the Philippines  
**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES**  
**MULANAY CAMPUS**  
Mulanay, Quezon

**College of Business**  
Name of College

**Bachelor of Science in Office Administration**  
Course/Department

**1.0 Course Title: Word Processing with Document Productions**

**2.0 Course Code: OFAD 2043**

**3.0 Course Credit: 3 units (5 hrs.)**

**4.0 Course Description**

This course is designed to develop skills in word processing to non-CCMIT students. It is intended to provide students lifelong document processing skills through hands-on learning situations by utilizing a variety of software functions. These technological skills include editing and proofreading documents, creating business documents to simulate those used in business/industry, and developing language skills used in a job environment. You should also understand enough about inevitable technological change to help you plan for your success.

**5.0 Pre-requisites Course/s: OFAD 3013**

**6.0 Vision and Mission Statements of the University**

**7.0 Goals of the College**

**8.0 Objectives of the Program**

**9.0 Course Objectives**

- A. Encourage students to develop further as autonomous users of ICT.
- B. Acquired skills in developing business correspondence and personal document with the use of Microsoft Word.
- C. Expanding students understanding about various computer concepts, applications and uses as they relate to the workplace.
- D. Develop keyboarding and language skills in producing documents
- E. Identify and use document production terms and generic word processing concepts.
- F. Develop creative and independent learning strategy to further utilize the inputs and relate them necessarily to become productive future professionals.
- G. Appreciate the use and importance of using ICT based instructional materials and develops oneself on how to become responsible citizen and information users.

## **10.0 COURSE CONTENTS**

### **10.1 OVERVIEW OF COMPUTER SYSTEM (1 hr.)**

### **10.2 WINDOWS OPERATING SYSTEM (2 hrs.)**

10.2.1 The windows Desktop

10.2.2 Creating Folder/s, Moving, Copying Files and Folders

10.2.3 Application Exercises

### **10.3 WORD PROCESSING PRELIMINARIES ( hrs.)**

10.3.1 Keyboarding Skills (35 wpm with accuracy)

10.3.2 Language Skills

10.3.2.1 oral and written instructions

10.3.2.2 basic business application vocabulary

10.3.2.3 punctuation, grammar, spelling, number expression, word division, and capitalization.

10.3.2.4 proofreading skills

10.3.2.5 spell frequently used business words correctly

10.3.3 What is Word Processing

10.3.4 Word Processing Software and Versions

10.3.5 Features and Advantages of Microsoft Word.

a. Starting MS Word

b. Familiarizing MS Word Screen

10.3.6 Creating, Saving and Opening Files

10.3.7 Basic Formatting and Editing Skills

10.3.8 Editing Commands

10.3.9 Formatting Commands

10.3.10 Paragraph Formatting

10.3.11 Margins and Tabs

10.3.12 Page Layout

10.3.13 Line Spacing

10.3.14 Spell Check

10.3.15 Finding and Replacing Text

10.3.16 File Handling

10.3.17 Application/Hands-on Exercises

### **10.4 BASIC PRODUCTION SKILLS ( hrs.)**

10.4.1 Format, key, and edit the following in mailable form:

10.4.1.1 Business letters with special features (attention line, subject line, page heading, company name, enclosure notation, copy notation, postscript, and enumerated/bulleted items)/Memorandums/Mailing labels/Tables/Outlines/Rough-draft problems/Envelopes in format recommended by postal service;

10.4.1.2 Reports (including footnotes, bibliography, table of contents, references, title page, and headings for both unbound and bound reports);

10.4.1.3 Problems centered vertically and horizontally; and

10.4.1.4 Employment documents (résumé, letter of application, employment application, and follow-up letter).

10.4.2 Save and print documents.

### **10.5 ADVANCED PRODUCTION SKILLS ( hrs)**

- 10.5.1 Format, key, and edit the following in mailable form:
  - 10.5.1.1 Agendas/Minutes of a Meeting/Itineraries/Two-Page Business Letters/Newspaper and Parallel Column Documents/Tables.
  - 10.5.1.2 Merge documents.
  - 10.5.1.3 Insert Page Numbering, Page Breaks, Headers/Footers, And Footnotes/Endnotes.
  - 10.5.1.4 Create and format graphics. i.e. Create horizontal and vertical graphics lines.
  - 10.5.1.5 Insert Graphics
  - 10.5.1.6 Line Borders and Shading
  - 10.5.1.7 Watermarks
  - 10.5.1.8 Design and print a one-page flyer.
  - 10.5.1.9 Use wizards to create miscellaneous business documents such as calendars, cover sheets, etc.
- 10.5.2 FINAL TERM PROJECT/ACTIVITIES

**11. COURSE REQUIREMENTS:**

- 11.1 Hands-on Activities/Exercises
- 11.2 Class Recitations
- 11.3 Assignments
- 11.4 Quizzes
- 11.5 Mid-Term and Final Examinations
- 11.6 Completion/Submission of Project/Activities

**12. EVALUATION TECHNIQUES:**

Written and interactive quizzes and examinations, actual computer operation, hands-on exercises.

**13. COURSE GRADING SYSTEM:**

Midterm and Final Term Examination	30%
Quizzes (Hands-on/Interactive)	25%
Individual Exercises/Hands-on	35%
Class Participation/ Attendance	10%
<b>TOTAL</b>	<b>100%</b>
<b>Final Rating</b>	
First Grading      50%	
Second Grading <u>50%</u>	
<b>100%</b>	

**14. Suggested Teaching Methodologies/Strategies**

Lectures, discussion, oral reports, hands-on, develop and use interactive instructional materials.

**15. Suggested Learning Activities**

Hands-on using suitable activities/exercises. Keyboarding exercises and document productions techniques.

## 16. REFERENCES:

### 16.1 TEXTBOOKS:

Andes, Antonio M. Sr. Introduction to Computer. Valenzuela City. World Class Printing and Packaging. May 2003.

Tokunbo "Michael" Osilaja, B.Sc., M.Sc., M.I.S. The Computer Knowledge Book – Microsoft Word. Integrated Printing Services. Philippines. 2004.

### 16.1 WEB:

City Guilds. Word Processing Techniques. Retrieved June 2011 from [www.city-and-guilds.co.uk](http://www.city-and-guilds.co.uk)

Microsoft. Interactive Guide to Microsoft Word 2010. Retrieved November 2011 from <http://office.microsoft.com/en-us/support/getting-started-with-office-2010-FX101822272.aspx#1>

Microsoft. Basic tasks in Word 2010. Retrieved November 2011 from <http://office.microsoft.com/en-us/word-help/basic-tasks-in-word-2010-HA101830016.aspx>

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