

Program : Diploma in Commercial Practice	
Course Code : 1149	Course Title: Word Processing (Open office writer based) I
Semester : 1	Credits: 0
Course Category: Basic Technology Course	
Periods per week: 4 (L:0, T:0, P:4)	Periods per semester: 60

Course Objectives:

- To identify word processing terminology and concepts.
- To create technical documents, format and edit documents.
- To enable the students to use simple tools, utilities and print documents.

Course Prerequisites:

Topic	Course name
Fundamental computer knowledge	Secondary School

Course Outcomes:

On completion of the course, the student will be able to:

COn	Description	Duration (Hours)	Cognitive Level
CO1	Explain keyboard and identify visible parts of typewriter.	12	Understanding
CO2	Develop speed in typing.	14	Applying
CO3	Apply file management in open office writer including document formatting	18	Applying
CO4	Utilize working with documents	14	Applying
	Series Test	2	

CO – PO Mapping:

Course Outcomes	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1	2			3			
CO2	2			3			
CO3	2			3			
CO4	2			3			

3-Strongly mapped, 2-Moderately mapped, 1-Weakly mapped

Course Outline:

Module outcomes	Description	Duration (Hours)	Cognitive Level
CO1	Explain keyboard and identify visible parts of typewriter.		
M1.01	Illustrate the history of typewriting preliminaries to keyboard mastery; make and its classifications - sitting posture - essentials - its correct operations – Touch system – Depression of keys; Rhythm of typing.	2	Understanding
M1.02	Explain the visible parts of the typewriter - the upper part of the machine and the visible part on the Keyboard and its uses.	2	Understanding
M1.03	Apply home keys and G & H. Create words.	4	Applying
M1.04	Develop practice in I, II & III Rows (Drill exercises).	4	Applying

Contents:

Keyboard mastery - make and its classifications – Use touch system – depression of keys - Home keys – visible part of Typewriter – fingering practice of I, II and III row – speed @ 10 wpm.

CO2	Develop speed in typing.		
M2.01	Build skill to attain speed of 20 WPM.	11	Applying
M2.02	Extend the uses of punctuations and syllabification in typing.	3	Applying
	Series Test – I	1	

Contents:

Practice Drill exercises – speed @ 20 wpm – use punctuation marks and syllabifications.

CO3	Apply file management in open office writer including document formatting.		
M3.01	Explain the features of Open Office Writer.	2	Understanding
M3.02	Make use of file management in Open OfficeWriter, Starting, saving a new document, closing, Password protection.	4	Applying
M3.03	Utilize working with text, formatting text, redoing and undoing changes.	3	Applying
M3.04	Construct numbered or bulleted lists, find and replace text.	3	Applying
M3.05	Develop typing speed using key board @ 25 WPM.	6	Applying

Contents:

Open Office Writer – features of Open Office writer – choosing options that affect all of writer– starting a new document - opening an existing document – saving – closing the document – Working with text – Bullet and Numbering – Uses of Find and Replace – practice to speed @ 25 WPM.

CO4	Utilize working with documents.		
M4.01	Apply spell check, word completion, Thesaurus.	2	Applying
M4.02	Choose auto text, line numbering in the document.	2	Applying
M4.03	Apply drop cap in paragraph.	1	Applying
M4.04	Make use of auto correct and insert special character.	1	Applying
M4.05	Utilize word count option to count the characters, words in a selection, changing document views, print the document.	2	Applying
M4.06	Develop skill of typing in computer @ 30 WPM.	2	Applying
M4.07	Open ended experiments.	4	Applying
	Series Test – II	1	

Contents:

Spell check – Word Completion – Thesaurus – Insert Auto Text – Line Numbering – Drop Cap – Auto Correct – Insert Special Character – Word Count – Different Document views – Print Document – Speed practice @ 30 WPM.

Text / Reference:

T/R	Book Title/Author
T1	Christopher N. Cain and Riley W. Walker. <i>OpenOffice Writer</i> . Quantum Scientific Publishing.
T2	Kerie Hinchliffe. How to use Open OfficeWriter.
T3	OpenOffice.org Writer Guide.

Online Resources:

Sl.No	Website Link
1	https://www.openoffice.org/support/books.html
2	https://en.wikibooks.org/wiki/OpenOffice.org/Writer
3	https://www.openoffice.org/documentation/HOW_TO/word_processing
4	Getting Started with Openoffice Writer - NIOS oer.nios.ac.in/wiki/index.php/Getting_Started_with_OpenOffice_Writer
5	https://wiki.openoffice.org/.../Writer_Guide/Starting_Writer