



## **Course Name: Introduction to Word**

Module CA-5: Computerized Accounting

### **Course Description:**

In this program the students will learn basic computer operations. They will be learning the fundamentals of MS Word including creating files, writing and editing documents and printing reports and charts.

**Course Length: 28 hours**

### **Text Book:**

Handouts prepared by Instructor

### **Method of Evaluation**

- Participation 20%
- Practical Exercises 40%
- MS Word Exam 40%
- You must achieve 65% on the final exam

### **Course Objectives: Knowledge**

The graduate will have a good working knowledge of MS Word

1. Knowledge of all the functions and modes in MS Word
2. Knowledge of how to create letters, reports, and other documents  
Knowledge of special features, including security – use of passwords

### **Course Objectives: Skills**

The graduate will have the ability to use functions and features of MS Word

1. Be able to use business and technical conventions
2. Be able to create a block and modified block business letter
3. Problem solving using Word features

## Curriculum Outline

<b>Week 1</b>	<ul style="list-style-type: none"><li>2. Introduction</li><li>4. Starting Word</li><li>1.5. Practicum: exercise to practice creating and saving a document</li><li>6. Using Word</li></ul>
<b>Week 2</b>	<ul style="list-style-type: none"><li>1.5 Practicum: exercise to practice basic document execution</li><li>3. Basic Editing</li><li>1.5 Practicum: exercise to practice editing a document</li><li>3. Overview of Formatting in Word</li><li>1.5. Practicum: exercise to practice formatting</li><li>1. Practicum: Integration and Problem solving</li><li>3. Final Exam</li></ul>
<b>Week 3</b>	
<b>Week 4</b>	
<b>Week 5</b>	

### Instructor Information:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_