

UFS FORM 5: SHORT LEARNING PROGRAMME

SECTION A: CATALOGUE

CODE: HEQC/H06/SCI/SLCOMW (non-credit-bearing SLP)

TITLE: ComCo Word Processing

NQF LEVEL: 3

NOTIONAL LEARNING HOURS: 36

FORMAL CONTACT TIME: 18 hours

LEARNING ASSUMED TO BE IN PLACE:

Basic literacy skills for reading and interpreting instructions given in course manual. No formal qualification is required.

LEARNING OUTCOMES:

At the end of this module the student will be able to:

- Demonstrate basic knowledge of the uses and features of a word processing programme
- Adjust basic settings and document setup
- Manipulate data
- Format document and text
- Insert Page numbers
- Add Headers and Footers to a document
- Insert footnotes into a document
- Use the Spell-check and Grammar tools to make appropriate changes
- Create tables in the document
- Add and manipulate Pictures, Images and Objects in a document
- Print documents.

BRIEF DESCRIPTION OF CONTENT:

- Demonstrate knowledge of the uses and features of a word processing package on a personal computer
- Produce a document ready for printing and distribution
- Accomplish basic operations associated with creating, formatting and finishing a word processing document
- Demonstrate knowledge of the uses of the more advance features including Spell-check and grammar checking tools, headers and footers, page numbering and footnotes
- Create and use tables
- Insert and position pictures, images and objects.

CRITICAL OUTCOMES SUPPORTED BY THIS LEARNING MODULE:

- Using computer technology effectively and critically;
- Collecting, analysing, organising and critically evaluating information;
- Organise and manage oneself and one's activities responsibly and effectively;

- Working effectively with people as a member of a team.

METHOD OF ASSESSMENT:

Practicals, Tests.

Practical Exam will comprise of one 2-hour paper.

ORGANISING FIELD: 10

(1 = Agriculture and Nature Conservation)

(2 = Culture and Arts)

(3 = Business, Commerce and Management Studies)

(4 = Communication Studies and Language)

(5 = Education, Training and Development)

(6 = Manufacturing, Engineering and Technology)

(7 = Human and Social Studies)

(8 = Law, Military Science and Security)

(9 = Health Sciences and Social Services)

(10 = Physical, Mathematical, Computer and Life Sciences)

(11 = Services)

(12 = Physical Planning and Construction)

APPROVAL DATE: 9 February 2006

REVIEW DATE: 2008

DEPARTMENTAL OR PROGRAMME "HOME":

Department of Computer Science and Informatics – UFS sustained.

DEVELOPER/COORDINATOR:

Module was developed by Mrs. N. de Sousa. The module will be coordinated by a relevant member of Department of Computer Science and Informatics.

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