



UNIVERSITI TEKNOLOGI MARA

OMT121: DOCUMENT PROCESSING I

Course Name (English)	DOCUMENT PROCESSING I APPROVED
Course Code	OMT121
MQF Credit	3
Course Description	This course is designed to train students to use the current word processing software to enable students to become familiar with the computer keyboard, basic components of the micro-computer and relevant peripheral equipment. Upon achieving basic word processing skills, students will be able to type English passages accurately by using correct keyboarding at a minimum speed of 30 word per minute (wpm) and produce the following documents: business letters, reports, memorandums and tables. This course will emphasize accurate document processing and proofreading skills as well as acquiring good work habits.
Transferable Skills	-Knowledge in Specific Area -Practical Skills - Values, Ethics and Professionalism
Teaching Methodologies	Lectures, Demonstrations
CLO	CLO1 Use the word processing software to produce mailable business letters, reports, memorandums, and tables which are error free and attractively displayed within acceptable time limits. CLO2 Copy typing English passages at a minimum speed of 30 wpm with a 3% error allowance. CLO3 Apply simple business documents with good work habits.
Pre-Requisite Courses	No course recommendations
Topics	
1. Keyboarding Skills 1.1) Home key position 1.2) space bar 1.3) New keys: h and e 1.4) exercises 1.5) New keys: i and r 1.6) exercises 1.7) New keys: o and t 1.8) exercises 1.9) New keys: n and g 1.10) exercises 1.11) New keys: Left shift key and period 1.12) exercise 1.13) New keys: u and c 1.14) exercise 1.15) New keys: w and right shift key 1.16) exercises 1.17) New keys: b and y 1.18) exercises 1.19) New keys: m and x 1.20) exercises 1.21) New keys: p and v 1.22) exercises 1.23) New keys: q and comma 1.24) exercises 1.25) New keys: z and colon 1.26) exercises	

- 1.27) New keys: Caps lock and question mark
- 1.28) exercises
- 1.29) New keys: numbers, symbols
- 1.30) exercises

2. Proofreader's Marks

- 2.1) Capitalize
- 2.2) Close up
- 2.3) Delete
- 2.4) Insert
- 2.5) Insert a space
- 2.6) Insert comma
- 2.7) Insert a period
- 2.8) Change to lowercase
- 2.9) New paragraph
- 2.10) Transpose (reverse position)
- 2.11) Ignore the correction
- 2.12) Move right
- 2.13) Move left
- 2.14) Spell it out
- 2.15) Align (line up)
- 2.16) Underline

3. Business Letter (one-page letter in English only)

- 3.1) • Blocked style
- 3.2) • Open Punctuation
- 3.3) • Mixed Punctuation
- 3.4) • Features
- 3.5) Date line
- 3.6) Inside address
- 3.7) Salutation
- 3.8) Subject line
- 3.9) Complimentary close
- 3.10) Initials
- 3.11) Enclosure
- 3.12) Copy notation
- 3.13)
- 3.14) Word processing features to be taught:
- 3.15) • Font
- 3.16) • Font size
- 3.17) • Spacing
- 3.18) • Margins (Page set-up)
- 3.19) • Preview
- 3.20) • Spelling Check
- 3.21) • Grammar Check
- 3.22) • Bold, underline
- 3.23) • Left alignment
- 3.24) • Print a document
- 3.25) • Cut
- 3.26) • Paste
- 3.27) • Copy
- 3.28) • Undo/Redo

4. Report (one page report in English)

- 4.1) • Unbound style
- 4.2) • Main heading
- 4.3) • Side heading
- 4.4) • References (at least 3; MLA
- 4.5) style, already arranged in the correct
- 4.6) format)
- 4.7)
- 4.8) Word processing features to be taught:
- 4.9) • One page report
- 4.10) • Paragraph indentation
- 4.11) • Centering

5. Memorandums (in English)

- 5.1) • Formal/Standard style only (TO:;
- 5.2) FROM:; DATE:; SUBJECT:)
- 5.3) • Print on plain paper.

6. Table (two and three-column table)

- 6.1) • Two and three columns
- 6.2) • Main heading
- 6.3) • Secondary heading
- 6.4) • Centered column heading
- 6.5) • Borders and non borders format
- 6.6) Word processing features to be taught:
- 6.7) • Insert tables (rows and columns)
- 6.8) • Center vertically/horizontally on page
- 6.9) • Center heading

7. Graded Test 1 Speed Test 1 & 2

7.1) n/a

8. Graded Test 2 Speed Test 3 & 4

8.1) n/a

9. Comprehensive Test Speed Test 5

9.1) n/a

Assessment Breakdown	%
Continuous Assessment	100.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Assignment	n/a	10%	CLO1 , CLO3
	Test	Graded Test 2	15%	CLO1 , CLO3
	Test	Graded Test 1	15%	CLO1 , CLO3
	Test	Speed Test (5 passages in English)	20%	CLO2
	Test	Comprehensive Test	40%	CLO1 , CLO3

Reading List	Recommended Text	Robinson, Jerry W., et al. 1999, <i>Keyboarding for Computer Success</i> , South-Western Cincinnati
	Reference Book Resources	<ul style="list-style-type: none"> • Ober, Scott, Hanson, Robert N and Johnson, Ja 1997, <i>Gregg College Keyboarding and Document Proces</i>, McGraw-Hill Book Co • Shelly Gary B., et. al. 2008, <i>Microsoft Office 2007: Advanced</i>, Boston • Erny Arniza Ahmad, et al. 2010, <i>Introduction to Microsoft Office 2003</i>, Cengage Learning Asia Pte. Ltd
Article/Paper List	This Course does not have any article/paper resources	
Other References	This Course does not have any other resources	