

## **COURSE OUTLINE** **Beginning Document Processing**

### **Course Description**

BE 101. Beginning Document Processing. 3 hours credit. This course will enable the student to develop keyboarding speed and accuracy and properly format letters, memorandums, short manuscripts, tables and employment documents.

### **Course Relevance**

The principles learned in this course will allow the student to effectively create documents for both personal and business uses.

### **Required Materials**

Ober, S., Johnson, J., & Zimmerly, A. (2005). *Gregg college keyboarding and document processing*, (10<sup>th</sup> ed.). New York, NY: McGraw-Hill/Irwin.

The student is required to purchase a flash drive (128mb or larger) to save data files.

### **Learning Outcomes**

The intention is for the student to be able to

1. Demonstrate control of the alphabetic, numeric and symbol keys
2. Demonstrate a minimum keyboarding speed of 30 wpm on three-minute timings with three errors or less
3. Utilize word processing features to complete tasks

### **Primary Learning PACT Skills that will be DEVELOPED and/or documented in this course**

Through the student's involvement in this course, he/she will develop his/her ability in the following primary PACT skill areas:

1. Problem Solving
  - Through applying skills learned in lessons, the student will use techniques to solve specific problems

Secondary skills (developed but not documented):

Computer Literacy  
Reading  
Listening  
Time Management

### **Major Summative Assessment Task(s)**

These learning outcomes and the primary Learning PACT skills will be demonstrated by

1. Preparing a project using principles covered that indicate knowledge of basic document preparation techniques and word processing features

2. Developing a portfolio to map improvement of keyboarding techniques with a minimum of 30 wpm, and decreased error ratio through utilization of diagnostic software

### **Course Content**

- I. Themes – Key recurring concepts that run throughout this course:
  - A. Proper use of software features
  - B. Proper keyboarding techniques
  - C. Proper document formatting
- II. Issues – Key areas of conflict that must be understood in order to achieve the intended outcome:
  - A. Need to use proper keyboarding techniques
  - B. Need to develop keyboarding speed
  - C. Need for proper document formatting
- III. Concepts – Key concepts that must be understood to address the issues:
  - A. Reading comprehension
  - B. Task completion
  - C. Time management
- IV. Skills/Competencies – Actions that are essential to achieve the course outcomes:
  - A. Build straight-copy skill
  - B. Control the home keys (a s d f j k l ;)
  - C. Control the enter and tab keys and space bar
  - D. Control the alphabetic keys
  - E. Control the right shift key (capitalize letters on the left half of the keyboard)
  - F. Control numeric keys
  - G. Control the punctuation keys
  - H. Control the left shift key (capitalize letters on the right half of the keyboard)
  - I. Control the symbol keys
  - J. Key at a minimum of 30 wpm on three-minute timings with three errors or less
  - K. Open word processing program
  - L. Enter word processing commands
  - M. Move around within a document
  - N. Print a document
  - O. Save a document
  - P. Exit a document and the word processing program
  - Q. Retrieve a file
  - R. Delete a file
  - S. Operate the printer
  - T. Use the reference section of the textbook
  - U. Use word processing commands to set tabs, use automatic hyphenation, block text and underline text
  - V. Identify the basic parts of a business letter
  - W. Prepare a mailable business letter in block and modified-block style
  - X. Prepare a mailable business letter in modified-block style
  - Y. Prepare a memo
  - Z. Prepare an e-mail message

- AA. Prepare business envelopes and mailing labels
- BB. Identify the basic parts of a report
- CC. Format and prepare one-page and two-page reports
- DD. Identify proofreaders' marks
- EE. Use word processing commands to move, copy, and delete text; left indent and double indent text, create hanging indentions and key italicized text
- FF. Key material that includes enumerations
- GG. Prepare reports with footnotes
- HH. Prepare academic reports in APA and MLA styles
- II. Prepare a title page, table of contents and bibliography
- JJ. Prepare two and three-column boxed tables
- KK. Prepare two and three-column tables with column headings
- LL. Prepare two, three, and four-column tables with titles and subtitles
- MM. Prepare ruled tables with number columns.
- NN. Prepare a traditional and electronic resume
- OO. Prepare an application and follow-up letter

### **Learning Units**

- I. Use the basic commands of the keyboarding program
- II. Manipulate and control the alphabetic keys
- III. Manipulate and control the numeric keys
- IV. Manipulate and control the symbol keys
- V. Manipulate the word processing program
- VI. Format correspondence
- VII. Format reports
- VIII. Format tables
- IX. Format employment documents

### **Learning Activities**

Learning activities will include instructor demonstrations, keyboarding drills, timed writings and document preparation using microcomputers.

### **Grade Determination**

The student will be graded on assessment tasks which will include timed writings, document preparation, exams, and drill work.