

## **COURSE OUTLINE**

### **Advanced Document Processing: Executive**

#### **Course Description**

BE 105. Advanced Document Processing: Executive. 3 hours credit. Prerequisite: BE 102 with a C or better and a keyboarding speed of 50 wpm. This course will enable the student to develop creativeness and originality, follow directions, edit rough drafts, compose and design letters, award certificates, newsletters, templates and labels, create arrangements of tables, make charts and graphs, and many other office activities. Additional areas of concentration consist of proper grammar, punctuation, spelling, capitalization, number and word usage, as well as speed and accuracy.

#### **Course Relevance**

The applications learned in this course will allow the student to effectively utilize current word processing, spreadsheet, and database software to create and develop certain office projects.

#### **Required Materials**

Holmquist, D. & D. (1998). *Allied technology corporation: an administrative assistant simulation*. Cincinnati, OH: South-Western Publishing Company.

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 a minimum keyboarding speed of 65 wpm on five minute timings with five errors or less
2. Use word processing features to complete tasks with the appropriate executive terminology and formatting

#### **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. Critical Thinking
  - Through analysis of the task at hand, the student will determine the most efficient and effective means for completion of the project.
2. Aesthetic Response
  - Through the production When given rough draft text, the student will be able to apply design, graphics, and an attractive format to reach a finished final product.
3. Computer Literacy
  - The student will utilize software to create, design and format measurable tasks.

#### 4. Field-Related Technology

- Through completion of a variety of projects, the student will demonstrate skills appropriate to any business career field

Secondary skills (developed but not documented):

Time Management  
Problem Solving  
Reading  
Listening

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

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

1. Creating and developing a collection of error-free executive documents into a working professional portfolio
2. Developing a portfolio to map improvement of keyboarding techniques with a minimum of 65 wpm, and decreased error ratio through utilization of diagnostic software

#### **Course Content**

- I. Themes - Key recurring concepts that run throughout this course:
  - A. Formatting and design
  - B. Spelling, grammar, and proofreading
  - C. Proper use of software features
  - D. Developing greater speed and accuracy
- II. Issues - Key areas of conflict that must be understood in order to achieve the intended outcome:
  - A. Developing proper document formatting and editing in a timely manner
  - B. Utilizing accurate software features
  - C. Improving speed and accuracy
- III. Concepts – Key concepts that must be understood to address the issues:
  - A. Reading comprehension
  - B. Task completion
  - C. Practice proper keyboarding techniques
- IV. Skills/Competencies - Actions that are essential to achieve the course outcomes:
  - A. Demonstrate the ability to arrange and to type regular letters and form letters, memorandums, agendas, transparencies, reports, and envelopes in the style requested by the company
  - B. Creatively design award certificates, newspaper columns, flyers, and templates
  - C. Arrange and type data attractively in the basic table styles and in variations of these styles
  - D. Demonstrate the ability to type information correctly on printed forms and standardized word processing forms
  - E. Take unarranged data and arrange and type it in an acceptable, attractive style
  - F. Type from handwritten and rough-draft copy and edit it for corrections
  - G. Follow directions, make decisions, and exercise judgment in an office problem
  - H. Establish priorities for completing work in an office setting

- I. Proofread, edit, and judge the acceptability or malleability of business papers
- J. Enter data into a database and spreadsheet
- K. Retrieve materials from the Internet
- L. Develop proper grammar, punctuation, spelling, capitalization, and number and word usage skills
- M. Define different time zone information

### **Learning Units**

- I. Proofreading
  - A. Grammar and punctuation
  - B. Spelling and capitalization
  - C. Number and word usage
  
- II. Correspondence
  - A. Accounting
  - B. Legal
  - C. Marketing
  - D. Human resources
  - E. Purchasing
  
- III. Formatting
  - A. Agendas and meeting minutes
  - B. Letters and envelopes
  - C. Itineraries
  - D. Memos
  - E. Reports
  - F. Office publications
  - G. Presentations
  
- IV. Following guidelines
  - A. Records management
  - B. Appointment scheduling organization

### **Learning Activities**

Learning activities will be geared toward developing a greater speed and accuracy and project design and format using microcomputers. These learning activities will be both independent and collaborative.

### **Grade Determination**

The student will be graded on completion of assessment tasks (learning activities), quizzes, and timed writings