

# COURSE SYLLABUS

<b>Course Title:</b>	Word Processing Applications II	<b>Date submitted:</b>	March 2014 (AAC: 14-29)	
<b>Department:</b>	Business and Technology			
<b>Curriculum:</b>	Business Office Technology			
<b>Course Descriptors:</b> Make certain that the course descriptors are consistent with college and Board of Trustees policies, and the current course numbering system.	<b>Course Code:</b> (eg. ACC 101)	BOT*215		
	<b>Course Type:</b>	L		
	A: Clinical B: Lab D: Distance Learning I: Individual/Independent L: Lecture N: M: Seminar Internship P: Practicum U: Studio X: Combined Lecture/Lab Y: Combined Lecture/ Clinical/Lab Z: Combined Lecture/Studio			
	<b>Elective Type:</b>	G		
	E: English FA: Fine Arts HI: History HU: Humanities LAS: Liberal Arts & Sciences FL: Foreign Language M: Math S: Science SS: Social Science G: General			
	<b>Credit Hours:</b>	3		
	<b>Developmental:</b> (yes/no)	No		
	<b>Contact Hours:</b>	Lecture:	3	
		Clinical:	0	
		Lab:	0	
Studio:		0		
Other:		0		
	TOTAL:	3		
	<b>Class Maximum:</b>	24		
	<b>Semesters Offered:</b>	F/S		
		<b>Prerequisites:</b>		
		C- in Word Processing Applications (BOT*137) or permission of Program Coordinator		
		<b>Corequisites:</b>		
		None		
		<b>Other Requirements:</b>		
		None		
<b>Catalog Course Description:</b>	A course designed to equip students with the problem-solving and decision-making skills necessary to operate a word processing system. The course covers more complex operations performed on a word processor as well as continued speed and accuracy development.  Concepts will be stressed. Familiarity with the technical and functional operations of the word processor and several specialized types of operations such as merge, graphics, and pagination, will be utilized. Proofreading and communications as they relate to the efficient operations of a word-processing system will be essential. Individualized self-instructional programs will be used for hands-on learning.			
<b>Topical Outline:</b> List course content in outline format.	1. Creating and Using Macros 2. Replacing, Moving, and Copying 3. Footers, Footnotes, and Endnotes 4. Table and Column Functions 5. Merged Documents and Form Letters 6. Multi-Page Documents 7. Using Graphic Images and Varied Fonts			
<b>Outcomes:</b> Describe measurable skills or knowledge that	Upon successful completion of this course, the student will be able to do the following: <b>COURSE:</b>			

<p>students should be able to demonstrate as evidence that they have mastered the course content.</p>	<ol style="list-style-type: none"> <li>1. demonstrate knowledge and skill using advanced word processing format when creating specialized business documents</li> <li>2. prepare a portfolio of demonstrated skills</li> <li>3. further develop keyboarding speed and accuracy to meet industry standards; demonstrate the ability to keyboard at the MINIMUM rate of 40 words per minute for 5 minutes with 5 or fewer errors</li> </ol> <p><b>PROGRAM:</b> <i>(Numbering reflects Program Outcomes as they appear in the college catalog)</i>  <b><u>Business Office Technology A.S.; Business Office Technology: Medical Option</u></b></p> <ol style="list-style-type: none"> <li>2. keyboard with speed and accuracy that meets industry standards; key and format business documents and demonstrate proofreading skills</li> <li>5. demonstrate decision-making ability; acquire and utilize information to solve problems; demonstrate computer knowledge; communication skills and business procedures using ability-based projects; and demonstrate responsibility, positive attitude, self-management, honesty, and confidentiality</li> </ol> <p><b>GENERAL EDUCATION:</b> <i>(Numbering reflects General Education Outcomes as they appear in the college catalog)</i></p> <ol style="list-style-type: none"> <li>5. <b>Information Literacy/Continuing Learning</b> - Students will be able to use traditional and digital technology to access, evaluate, and apply information to the needs or questions confronting them throughout their academic, professional, and personal lives.</li> </ol> <p><b>Demonstrates:</b> Collects and synthesizes relevant and authoritative information resources appropriate to need and audience and utilizes current technologies to solve problems, complete projects, and make informed decisions.</p> <p><b>Does Not Demonstrate:</b> Does not collect and synthesize relevant and authoritative information resources appropriate to need and audience nor satisfactorily utilize current technologies to solve problems, complete projects, and make informed decisions.</p>
<p><b>Evaluation:</b> List how the above outcomes will be assessed.</p>	<p><b>Assessment will be based on the following criteria:</b>                  Student performance will be measured by production tests, timed writing proficiency, and proficiency tests to measure word processing terminology, as well as the application of advanced word processing formats to business documents. Standard mailability performance measurement will be applied.</p>
<p><b>Instructional Resources:</b> List library (e.g. books, journals, on-line resources), technological (e.g. Smartboard, software), and other resources (e.g. equipment, supplies, facilities) required and desired to teach this course.</p>	<p><b>Required:</b> Computer lab  <b>Desired:</b> None</p>
<p><b>Textbook(s)</b></p>	<p>Refer to current academic year printout.</p>