

COURSE SYLLABUS

Course Title:	Word Processing Applications	Date submitted:	May 2019 (AAC:19-25)								
Department:	Business and Technology										
Curriculum:	Business Office Technology										
Course Descriptors: Make certain that the course descriptors are consistent with college and Board of Trustees policies, and the current course numbering system.	Course Code: (eg. ACC 101) <table border="1"><tr><td>BOT*137</td></tr></table> Course Type: <table border="1"><tr><td>L</td></tr></table> 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	BOT*137	L	Prerequisites:							
	BOT*137										
	L										
	Elective Type: <table border="1"><tr><td>G</td></tr></table> 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	G	C- or better in Keyboarding for Information Processing I (BOT*111) OR C- or better in First Year Experience (CSS-101) OR permission of Program Coordinator OR waiver.								
	G										
	Credit Hours: <table border="1"><tr><td>3</td></tr></table> Developmental: (yes/no) <table border="1"><tr><td>No</td></tr></table> Lecture: <table border="1"><tr><td>3</td></tr></table> Clinical: <table border="1"><tr><td>0</td></tr></table> Lab: <table border="1"><tr><td>0</td></tr></table> Studio: <table border="1"><tr><td>0</td></tr></table> Other: <table border="1"><tr><td>0</td></tr></table> TOTAL: <table border="1"><tr><td>3</td></tr></table>	3	No	3	0	0	0	0	3	Corequisites:	
	3										
	No										
	3										
	0										
0											
0											
0											
3											
Contact Hours:	None										
Class Maximum: <table border="1"><tr><td>24</td></tr></table> Semesters Offered: <table border="1"><tr><td>F/S</td></tr></table>	24	F/S	Other Requirements:								
24											
F/S											
	None										
Catalog Course Description:	An intermediate course with tabulation problems, special forms, various models of business letters, reports, and rough drafts with special attention paid to good judgment and problem-solving activities. There will also be the continuation of speed and accuracy building. All course work is to be completed on a window-based computer using Microsoft Word 2003. The student must be able to follow oral and written instructions with minimum supervision.										
Topical Outline: List course content in outline format.	1. Correspondence: Modified-Block, Full Block, AMS Simplified Styles: Two-Page Letters, Memos 2. Tables 3. Manuscripts: Unbound, Left-Bound; News Releases, Reports, Enumerations, Multi-Page Reports 4. Speed and Accuracy Building 5. Timed Production Tests										

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	<p>6. Development of Good Work Habits and Organizational Ability for Materials and Time</p> <p>7. Developing Excellent Proofreading Skills</p> <p>8. Learning to Follow Oral and Written Instructions with Minimum Supervision</p>
<p>Outcomes: Describe measurable skills or knowledge that students should be able to demonstrate as evidence that they have mastered the course content.</p>	<p>Upon successful completion of this course, the student will be able to do the following:</p> <p>COURSE:</p> <ol style="list-style-type: none"> 1. understand and apply formatting skills to various business documents 2. create mailable copy from rough draft form and apply proofreading skills under timed production 3. apply proper punctuation, grammar, and spelling when composing business correspondence 4. further develop speed and accuracy through specific drills
	<p>PROGRAM: <i>(Numbering reflects Program Outcomes as they appear in the college catalog)</i></p> <p>Business Office Technology A.S.; Business Office Technology: Medical Option</p> <ol style="list-style-type: none"> 2. keyboard with speed and accuracy that meets industry standards; key and format business documents and demonstrate proofreading skills 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
	<p>GENERAL EDUCATION: <i>(Numbering reflects General Education Outcomes as they appear in the college catalog)</i></p> <p>5. Information Literacy/Continuing Learning - 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.</p> <p>Demonstrates: 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>Does Not Demonstrate: 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>Evaluation: List how the above outcomes will be assessed.</p>	<p>Assessment will be based on the following criteria:</p> <p>Instructor prepared/administered proficiency tests of: Timed Writings, timed production tests, untimed tests and instructor observation of technique/accuracy activities. Mailability standards will be applied to production/class work.</p>
<p>Instructional Resources: 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>Required: None</p> <p>Desired: None</p>
<p>Textbook(s)</p>	<p>Refer to current academic year printout.</p>