



COURSE OUTLINE

DIVISION: Workforce Development

COURSE: CSP-1231, Advance Keyboarding and Document Formatting

Date: February 19, 2019

Credit Hours: 2

Prerequisite(s):

Delivery Method: **Lecture** 1 Contact Hours (1 contact = 1 credit hour)
 Seminar 0 Contact Hours (1 contact = 1 credit hour)
 Lab 2 Contact Hours (2-3 contact = 1 credit hour)
 Clinical 0 Contact Hours (3 contact = 1 credit hour)
 Online
 Blended

Offered: **Fall** **Spring** **Summer**

IAI Equivalent –**Only for Transfer Courses**-go to <http://www.itransfer.org>.

CATALOG DESCRIPTION:

This course is designed to increase speed, accuracy, and production of mailable copy. Advanced keyboarding applications are introduced, including various letter styles, comprehensive reports and business documents. Keyboard a minimum of 50 wpm on a five-minute straight copy timed writing with no more than one error per minute.

GENERAL EDUCATION GOALS ADDRESSED

[See last page for Course Competency/Assessment Methods Matrix.]

Upon completion of the course, the student will be able:

[Choose up to three goals that will be formally assessed in this course.]

- To apply analytical and problem solving skills to personal, social, and professional issues and situations.
- To communicate successfully, both orally and in writing, to a variety of audiences.
- To construct a critical awareness of and appreciate diversity.
- To understand and use technology effectively and to understand its impact on the individual and society.
- To develop interpersonal capacity.
- To recognize what it means to act ethically and responsibly as an individual and as a member of society.
- To recognize what it means to develop and maintain a healthy lifestyle in terms of mind, body, and spirit.
- To connect learning to life.

EXPECTED LEARNING OUTCOMES AND RELATED COMPETENCIES:

[Outcomes related to course specific goals. See last page for more information.]

Upon completion of the course, the student will be able to:

- 1. keyboard with speed and accuracy.**
 - a. The student will be able to keyboard a 5-minute straight copy timed writing with a minimum speed of 47-50 wpm with one error per minute.
 - b. The student will be able to demonstrate acceptable language arts skills in composing, spelling, grammar, punctuation and mechanics.
- 2. produce multipage business correspondence.**
 - a. The student will be able to create a multipage business letter with headers to include page numbers.
 - b. The student will be able to include multiple addresses, on-arrival notations, delivery notation, postscript and subject lines.
- 3. create memos and emails in various formats..**
 - a. The student will be able to create a two-page memorandum.
 - b. The student will be able to communicate using email including blind carbon copy.
- 4. create various business reports.**
 - a. The student will be able to create an itinerary.
 - b. The student will be able to format a procedures manual including footers.
 - c. The student will be able to format a report with heading styles.
 - d. The student will be able to create bookmarks and hyperlinks.
 - e. The student will be able to insert a cover page.
 - f. The student will be able to apply page breaks.
 - g. The student will be able to apply styles for titles and subheadings.
 - h. The student will be able to create a table of contents.
 - i. The student will be able to create footnotes and endnotes.

5. **create tables with various formats and attributes.**
 - a. The student will be able to format a table with source notes and footnotes.
 - b. The student will be able to merge cells in a table.
 - c. The student will be able to format a multipage table with a heading row.
 - d. The student will be able to use predesigned tables.
 - e. The student will be able to set custom tabs inside a table.
6. **produce medical and legal office documents.**
 - a. The student will be able to create a information form.
 - b. The student will be able to include line numbers in legal documents.
 - c. The student will be able to format a last will and testament.
 - d. The student will be able to format an affidavit.
 - e. The student will be able to format a summons.
 - f. The student will be able to format a complaint.
 - g. The student will be able to format a judgement.
7. **produce a mass mailing.**
 - a. The student will be able to create a data source file.
 - b. The student will be able to create a main document with merge fields.
 - c. The student will be able to create a merged document from a main document and a data source file.
 - d. The student will be able to apply mail merge with envelopes and labels.
8. **create meeting documents.**
 - a. The student will be able to format a simple agenda for a meeting.
 - b. The student will be able to format meeting minutes

MAPPING LEARNING OUTCOMES TO GENERAL EDUCATION GOALS

[For each of the goals selected above, indicate which outcomes align with the goal.]

Goals	Outcomes
First Goal	
To communicate successfully, both orally and in writing, to a variety of audiences.	<ol style="list-style-type: none"> 1. Produce business correspondence 2. Create memos and professional emails 3. Create itinerary, agendas and meeting minutes 4. Produce medical and legal documents
Second Goal	
Third Goal	

COURSE TOPICS AND CONTENT REQUIREMENTS:

- Speed and accuracy drills
- Letters
- Reports
- Memos
- Tables
- Mass mailings
- Medical and legal documents
- Meeting documents

INSTRUCTIONAL METHODS:

- Lecture
- Instructor Demonstration/Videos
- Lab Assignments
- Tutorials

INSTRUCTIONAL MATERIALS:

- *Gregg College Keyboarding and Document Processing 11th Edition*
Lessons 1-120, Kit 3. Ober, Scot; Johnson, Jack; Zimmerly, Arlene.
ISBN 978-0-07-337219-8
- Computer with projection device
- PowerPoint presentations
- Videos
- Flash Drive, 2MB or OneDrive
- GDP version:Word 2016 access code
- Microsoft Word, version offered to IVCC students

STUDENT REQUIREMENTS AND METHODS OF EVALUATION:

- | | |
|--------------------------------------|---------------------------------|
| • Skillbuilding | <u>Overall point evaluation</u> |
| • Language Arts | A= 90-100 |
| • Unit Assignments and case problems | B= 80-89 |
| • Integration Assignments | C= 70-79 |
| • Objective Exams | D= 60-69 |
| • Document Production Exams | F= 0-59 |
| • Timed Writings | |

Words Per Minute (GWAM)—One error or less per minute, (WPM)

- A = 50 and above
- B = 49 – 45
- C = 44 – 40
- D = 39 – 35
- F = 34 and below

OTHER REFERENCES

Online references pertaining to a professional environment and business documents.

Course Competency/Assessment Methods Matrix

(Dept/# Course Name)		Assessment Options																														
For each competency/outcome place an "X" below the method of assessment to be used.	Assessment of Student Learning	Article Review	Case Studies	Group Projects	Lab Work	Oral Presentations	Pre-Post Tests	Quizzes	Written Exams	Artifact Self Reflection of Growth	Capstone Projects	Comprehensive Written Exit	Course Embedded Questions	Multi-Media Projects	Observation	Writing Samples	Portfolio Evaluation	Real World Projects	Reflective Journals	Applied Application (skills) Test	Oral Exit Interviews	Accreditation Reviews/Reports	Advisory Council Feedback	Employer Surveys	Graduate Surveys	Internship/Practicum /Site Supervisor Evaluation	Licensing Exam	In Class Feedback	Simulation	Interview	Written Report	Assignment
	Direct/ Indirect	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	I	I	I	I	D	D						
1. keyboard with speed and accuracy.					X		X	X						X				X		X								X				X
2. produce multipage business correspondence.					X		X	X										X		X								X				X
3. create memos and emails in various formats.					X		X	X										X		X								X				X
4. create various business reports.					X		X	X										X		X								X				X
5. create tables with various formats and attributes.					X		X	X										X		X								X				X
6. produce medical and legal office documents					X		X	X										X		X								X				X
7. produce a mass mailing.					X		X	X										X		X												X
8. create meeting documents					X		X	X			X																					X