COURSE INFORMATION FORM

DISCIPLINE
Computer Science/Information Systems

COURSE TITLE
Document Processing I

CR.HR 3  LECT HR. 2  LAB HR. 2  CLIN/INTERN HR.  CLOCK HR.

CATALOG DESCRIPTION
Introduction to simple tabulations, basic business letters, simple reports, centering and basic document layout. Keyboarding using a personal computer.

PREREQUISITES
None

EXPECTED STUDENT OUTCOMES IN THE COURSE
Upon completion of this course, the student should be able to:

1. Manipulate the basic parts on the computer identify them orally to the instructor or on a written test.
2. Use various space lines when given a typing problem.
3. Center both horizontally and vertically.
4. Type simple two- or three- column tables, centering them both vertically and horizontally with all errors corrected.
5. Type simple, short letters, and envelopes with all errors corrected.
6. Type short, simple, error-free memoranda.
7. Use disk management techniques, such as copy, move, store, rename, retrieve, save, delete, and create and manipulate directories/folders.
8. Manipulate data/software/operating system using function keys, icons, bars, and pull-down menus.
9. Key and format simple letters, memoranda, reports, outlines, and tables from prepared and rough draft material.
CLASS-LEVEL ASSESSMENT MEASURES

Student accomplishment of expected student outcomes will be assessed using the following measures. (Identify which measures are used to assess which outcomes.)

Examinations/Quizzes (1, 3, 4, 5, 6)
Class Participation and Exercises (1, 2, 3, 4, 5, 6, 7, 8)
Final Project (9)

PROGRAM-LEVEL OUTCOMES ADDRESSED

General Education Outcomes
Specify which general education outcomes, if any, are substantially addressed by the course by completing the “Course/Program Assessment Matrix” to show the relationship between course and program outcomes and assessment measures.

Occupational Program Outcomes
Specify which occupational program outcomes, if any, are substantially addressed by the course by completing the “Course/Program Assessment Matrix” to show the relationship between course and program outcomes to assessment measures.
Individual instructors may order this outline as fits the needs of their individual courses. In addition, they may place more emphasis on some areas than on others. What is assured is that this particular list is covered in the course. Other topics may be added to a course as the instructor sees fit, and as time and interest allow. An *asterisk can be used to mark an item as optional.

I. Review of email and word processing
II. Reports
   A. One-Page Report
   B. Business Report
   C. Business Report with Lists
   D. Multi-page Academic Report
   E. Report with Displayed Paragraph

III. Correspondence
   A. Letter in Block Style
   B. Letter with Enclosure Notations
   C. Envelopes and Labels

IV. Memorandum
   A. Memo with Single-line Bulleted List
   B. Memo with Multi-line Numbered List

V. Tables
   A. Boxed Table
   B. Open Table with Titles
   C. Open Table with Column Headings
   D. Ruled Table with Number Columns

VI. Employment documents
   A. Electronic Resume
   B. Traditional Resume
   C. Letter of Application
D. Follow-Up Letter

E. Employment Projects