COURSE INFORMATION FORM

DISCIPLINE  
Computer Science/ Information Systems

COURSE TITLE  
Document Processing II

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

CATALOG DESCRIPTION
Advanced practice in formatting, paginating, and creating business letters, tabulations, manuscripts, reports, and rough drafts from the computer.

PREREQUISITES
CSIS 103

EXPECTED STUDENT OUTCOMES IN THE COURSE

Upon completion of this course, the student should be able to:

1. Apply the advanced features of word processing software to produce basic business documents and correspondence with such features as mail merge and tables.
2. Apply the advanced features of word processing software to produce legal office documents.
3. Format and design office forms and office publications.
4. Create desktop publishing documents.
5. Create web pages with hyperlinks.
6. Apply the rules of grammar, punctuation, spelling, and capitalization.
7. Keystroke straight copy at a minimum of 44 words per minute (for 5 minutes) with 5 or fewer errors.
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.)

1. Weekly assignments with grades based on accuracy, formatting, and creativity. (1- 6)
2. Written and performance achievement tests. (1- 7)

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. Basic business documents
   A. Reports
      1. Unformatted multi-page business reports from rough draft with proofreader’s marks.
      2. Unformatted multi-page academic reports with displays and/or footnotes from rough draft with proofreader’s marks.
      3. Paragraphs based on business topics while applying Language Arts rules of grammar.
      4. Itineraries from rough draft with proofreader’s marks.
      5. Agendas from rough draft with proofreader’s marks.
      6. Minutes of meetings with proofreader’s marks
      7. Procedures Manual from rough draft with proofreader’s marks.
      8. Unformatted magazine articles from rough draft with balanced columns, headers, and/or proofreader’s marks.
      9. Multi-page formal report projects with long quotes, tables, clip art, title page, table of contents, and/or bibliographies with proofreader’s marks.
   B. Correspondence
      1. Unformatted multi-page business letters from rough draft with proofreader’s marks, multiple addresses, subject lines, a company name in closing lines, blind copy notations, delivery notations, postscripts, and/or on-arrival notations.
      2. Unformatted letters using mail merge feature, envelopes and labels.
      3. Unformatted memoranda with tables.
      4. Business letters with international date format, international addresses (Canada, Mexico, France, Germany, Japan), international URLs, and/or foreign language special symbols.
      5. Email messages.
   C. Tables
      1. Unformatted, boxed tables with braced column headings, shading, and/or sorting.
      2. Open tables with footnotes and/or source notes.
      3. Ruled tables with landscape page orientation.
      4. Boxed tables that apply advanced word processing features such as text direction, insert/delete rows and columns, and shading.
      5. Multi-page tables with repeated table heading rows, shading, and page numbering.
      6. Tables with the advanced word processing feature such as table autoformat (3-D effects and/or Contemporary Table option).

II. Legal office applications
   A. Documents with legal caps and line numbering.
   B. Basic legal documents
      1. Affidavit of Possession
      2. Warranty Deed
      3. Summons
      4. Last Will and Testament
      5. Complaint
      6. Judgment

III. Office forms design
   A. Correspondence Templates
      1. Letter Template
      2. Memo Template
      3. Report Template
   B. Letterhead form with clipart
   C. Notepad form, using advanced print features and clipart
D. Directory form  
E. Sign-In form with clipart  
F. Cover pages  
G. Announcements  
H. Flyers  
I. Multi-column newsletters with clipart  

IV. Web page design  
   A. Frames Page  
   B. Header Frame  
   C. Main Frame  
   D. Hyperlinks  

V. Employment documents  
   A. Traditional Resumes  
   B. Electronic Resumes  
   C. Letters of Application  
   D. Follow-up Letters