

COURSE SYLLABUS

LAST REVIEW	Spring 2021
COURSE TITLE	Document Formatting I
COURSE NUMBER	BUSN 1152
DIVISION	Math, Science, Business & Technology
DEPARTMENT	Business
CIP CODE	52.1202
CREDIT HOURS	1
CONTACT HOURS/WEEK	Class: 1
PREREQUISITES	BUSN-1153.
COURSE PLACEMENT	Students must meet the correct placement measure for this course. Information may be found at: https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html

COURSE DESCRIPTION

This course covers production of correspondence, reports, and tables.

Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.

PROGRAM LEARNING OUTCOMES

Office Assistant PLOs

1. Perform basic essential office tasks using a variety of office equipment and technology.
2. Display basic quality written and oral communication skills in a variety of settings.

Administrative Office Professional Certificate PLOs

1. Perform advanced essential office tasks using a variety of office equipment and technology
2. Display advanced quality written and oral communication skills in a variety of settings.

TEXTBOOKS

<http://kckccbookstore.com/>

METHODS OF INSTRUCTION

A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom.

Methodology will be selected to best meet student needs.

COURSE OUTLINE

- I. Review of keyboarding skills.
- II. Orientation of Microsoft Windows.
- III. Demonstrate special Word functions.
- IV. Demonstrate proofreading documents.
 - A. Identify proofreaders' marks
 - B. Use proofreaders' marks to format documents
- V. Identify basic parts of a business letter.
- VI. Format business letters in block style.
- VII. Format interoffice memorandum.
- VIII. Identify basic parts of a report.
- IX. Format one-page report.
- X. Format two-page report.
- XI. Identify basic parts of a simple table.
- XII. Format a simple table.
- XIII. Center text horizontally and vertically.

COURSE LEARNING OUTCOMES AND COMPETENCIES

Upon successful completion of this course, the student will:

- A. Be able to create, name, save, retrieve, open, and print a file.
 1. Be able to create, name, save, retrieve, open, and print a file.
- B. Be able to correctly key business letters using block letter style.
 2. Be able to demonstrate proficiency in inputting and proofreading business letters using block style in correct format.
 3. Be able to demonstrate proficiency in inputting and proofreading an envelope in correct format.
 4. Be able to demonstrate proficiency in inputting and proofreading address labels in correct format.
- C. Be able to correctly key memos.
 5. Be able to demonstrate proficiency in inputting and proofreading memos in correct format.
- D. Be able to correctly key one-/two-page reports.
 6. Be able to demonstrate proficiency in inputting and proofreading reports.

E. Be able correctly key a simple table.

7. Be able to demonstrate proficiency in inputting and proofreading simple tables in correct format.

ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES

Student Handbook

<https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf>

College Catalog

<https://www.kckcc.edu/academics/catalog/index.html>

College Policies and Statements

<https://www.kckcc.edu/about/policies-statements/index.html>

Accessibility and Accommodations

<https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html>.