Document Formatting

Course Outcome Summary
Wisconsin Indianhead Technical College

Information

Course Number: 10-106-110
Credits: 2
Instructional Area: Office Systems/Technology
Instructional Level: Associate Degree
Division: Business
Developers: Sharon Duthie
Development Date: 10/11/2004

Types of Instruction

<table>
<thead>
<tr>
<th>Type of Instruction</th>
<th>Contact Hours</th>
<th>Outside Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Campus Lab and/or Shop Experience</td>
<td>64</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Totals</td>
<td>64</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

Description

This hands-on course covers formatting styles of business letters, business and academic reports, memos, tables, and business documents. The course also includes drill work for improving keying speed and accuracy.
Course Level Learning Outcomes

Competencies

1. Use word processing software

   Performance Standards
   You will demonstrate your competence:
   o in the lab
   Your performance will be successful when:
   o learner manipulates word processing software using commands from the file menu
   o learner manipulates word processing software using commands from the format menu
   o learner manipulates word processing software using commands from the edit menu

   Learning objectives
   What you will learn as you master the competency:
   a. Demonstrate how to access a word processing software package
   b. Demonstrate how to use the word processing window

2. Format business letters

   Performance Standards
   You will demonstrate your competence:
   o in the lab
   Your performance will be successful when:
   o learner meets "ready-to-mail" business letter guidelines
   o learner creates documents without the use of texts or other references

   Learning objectives
   What you will learn as you master the competency:
   a. Demonstrate proper format of a block letter
   b. Demonstrate proper format of a modified block letter
   c. Create a business letter using open punctuation
   d. Create a business letter using mixed punctuation
3. **Format reports with special features**

   **Performance Standards**
   
   *You will demonstrate your competence:*
   
   o in the lab
   
   *Your performance will be successful when:*
   
   o learner meets "ready-to-mail" guidelines
   o learner creates report without the use of text or other references

   **Learning objectives**
   
   *What you will learn as you master the competency:*
   
   a. Create an unbound report with a title page
   b. Create a left-bound report
   c. Create a report with multiple pages
   d. Demonstrate proper report format with references
   e. Demonstrate correct report format with short/long quotations

4. **Format interoffice memoranda**

   **Performance Standards**
   
   *You will demonstrate your competence:*
   
   o in the lab
   
   *Your performance will be successful when:*
   
   o learner meets "ready-to-mail" memorandum guidelines
   o learner creates memorandum with the use of texts or other references

   **Learning objectives**
   
   *What you will learn as you master the competency:*
   
   a. Demonstrate proper interoffice memo format

5. **Format tables with special features**

   **Performance Standards**
   
   *You will demonstrate your competence:*
   
   o in the lab
   
   *Your performance will be successful when:*
   
   o learner creates tables without the use of texts or other references
   o learner demonstrates proper table format
Learning objectives
What you will learn as you master the competency:

a. Create a table
b. Format a table
c. Revise a table
d. Change appearance of a table

6. Format meeting and travel documents

Performance Standards
You will demonstrate your competence:

- in the lab

Your performance will be successful when:

- learner demonstrates proper travel itinerary format
- learner demonstrates proper meeting agenda format
- learner demonstrates proper news release format
- learner demonstrates proper meeting minutes format

Learning objectives
What you will learn as you master the competency:

a. Key a travel itinerary
b. Create a meeting agenda
c. Create a news release
d. Create meeting minutes

7. Improve speed and accuracy skills

Performance Standards
You will demonstrate your competence:

- in the lab

Your performance will be successful when:

- learner keys a minimum of 35 WPM for three minutes with three errors or less
- learner keys a minimum of 35 WPM for five minutes with five errors or less

Learning objectives
What you will learn as you master the competency:

a. Key practice drills to develop speed
b. Key practice drills to develop accuracy