

Document Formatting

Course Outcome Summary

Wisconsin Indianhead Technical College

Information

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

Types of Instruction

	<i>Type of Instruction</i>	<i>Contact Hours</i>	<i>Outside Hours</i>	<i>Credits</i>
	On Campus Lab and/or Shop Experience	64	0	2
	Totals	64		2

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:

- o in the lab

Your performance will be successful when:

- o learner demonstrates proper travel itinerary format
- o learner demonstrates proper meeting agenda format
- o learner demonstrates proper news release format
- o 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:

- o in the lab

Your performance will be successful when:

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