



Western Technical College

10106112 Business Formatting

Course Outcome Summary

Course Information

Description	Focuses on appropriate formatting of business documents including letters, memorandums, reports, and tables. Students will use templates and work with forms and columns. Emphasis will also be placed on keyboarding speed.
Career Cluster	Business Management and Administration
Instructional Level	Associate Degree Courses
Total Credits	3
Total Hours	72

Textbooks

Keyboarding and Word Processing Complete Course Lessons 1-110 – with Code. 20th Edition. Copyright 2017. Vanhuss, Susie H. and Connie M. Forde. Publisher: Cengage Learning. **ISBN-13:** 978-1-337-37310-4. Required.

Learner Supplies

Webcam and headset with microphone. **Vendor:** To be discussed in class. Required.

Success Abilities

1. Cultivate Passion: Expand a Growth-Mindset
2. Cultivate Passion: Increase Self-Awareness
3. Live Responsibly: Embrace Sustainability
4. Live Responsibly: Foster Accountability

5. Refine Professionalism: Improve Critical Thinking

High Impact Practices

1. Technology-Enhanced Learning: this course will incorporate digital technologies like gamification, virtual reality experiences, or simulations. In addition, you will create technology-enhanced products such as ePortfolios, multimedia presentations, or other e-products to showcase your learning.

Program Outcomes

1. Demonstrate effective workplace communications
2. Apply technology skills to business and administrative tasks
3. Perform routine administrative procedures
4. Model professionalism in the workplace

Course Competencies

1. Apply proper operation of the computer.

Assessment Strategies

- 1.1. Demonstration
- 1.2. Activity

Criteria

You will know you are successful when

- 1.1. you demonstrate successful operation of personal computer.
- 1.2. you demonstrate successful operation of a printer.
- 1.3. you demonstrate electronic file management techniques.

Learning Objectives

- 1.a. Identify equipment components.
- 1.b. Utilize printer features appropriate to document production.
- 1.c. Access appropriate software and features.

2. Demonstrate keyboarding effectiveness and efficiency.

Assessment Strategies

- 2.1. Performance - Three-minute timed writing

Criteria

You will know you are successful when

- 2.1. you keyboard at 45 wpm with maximum allowance of 1 error per minute.

Learning Objectives

- 2.a. Increase keyboarding speed through practice and drill work.
- 2.b. Complete timed writings regularly.
- 2.c. Demonstrate appropriate keyboarding technique and posture.

3. Apply formatting rules to create various business documents.

Assessment Strategies

- 3.1. Written Objective Test
- 3.2. Skill Demo/Simulation

Criteria

You will know you are successful when

- 3.1. you submit mailable letters.
- 3.2. you submit mailable memos.

- 3.3. you submit mailable reports.
- 3.4. you submit mailable tables.

Learning Objectives

- 3.a. Utilize appropriate business document to convey message.
- 3.b. Analyze document formatting and insert information accordingly.
- 3.c. Produce the document utilizing appropriate word processing features.
- 3.d. Determine correct document enhancements.

4. Proofread documents.

Assessment Strategies

- 4.1. Skill Demonstration
- 4.2. Written Objective Test

Criteria

You will know you are successful when

- 4.1. you submit error-free (grammar, spelling, and punctuation)business documents.
- 4.2. you produce mailable documents through proofing and revising.

Learning Objectives

- 4.a. Produce documents depicting correct grammar, spelling, and punctuation usage.
- 4.b. Demonstrate quality work through submission of mailable documents.
- 4.c. Proofread documents accurately.

5. Demonstrate word processing skills.

Assessment Strategies

- 5.1. Skill Demo/Performance

Criteria

You will know you are successful when

- 5.1. you use of word processing software.
- 5.2. you perform various formatting techniques using the features of the word processing software.

Learning Objectives

- 5.a. Create and save documents.
- 5.b. Demonstrate how to open, print, and close documents.
- 5.c. Utilize basic features of the word processing software including editing, formatting, and changing alignment and spacing.

6. Produce enhanced documents.

Assessment Strategies

- 6.1. Skill Demonstration

Criteria

You will know you are successful when

- 6.1. you submit documents where formatting techniques are applied.

Learning Objectives

- 6.a. Change fonts to enhance the text in business documents.
- 6.b. Apply formatting effects to text.
- 6.c. Revise text utilizing appropriate word processing features.

7. Manage documents.

Assessment Strategies

- 7.1. Skill Demonstration

Criteria

You will know you are successful when

- 7.1. you create a folder.

- 7.2. you maintain documents.
- 7.3. you become efficient in maneuvering software.

Learning Objectives

- 7.a. Create a folder and copy/paste as appropriate.
- 7.b. Utilize features of the word processing program including copy, rename, and moving.
- 7.c. Create a shortcut for documents and programs.

8. Revise business documents with word processing features.

Assessment Strategies

- 8.1. Skill Demonstration

Criteria

You will know you are successful when

- 8.1. you change margins on business documents.
- 8.2. you manipulate text within the document.

Learning Objectives

- 8.a. Changes margins in a document.
- 8.b. Align the text on the page.
- 8.c. Manipulate text within and between documents.

9. Apply advanced word processing features to enhance documents as appropriate.

Assessment Strategies

- 9.1. Skill Demonstration

Criteria

You will know you are successful when

- 9.1. you submit a document demonstrating the use of advanced word processing features.

Learning Objectives

- 9.a. Utilize the page numbering feature within the software.
- 9.b. Create footnotes/endnotes within a document.
- 9.c. Demonstrate how to change case in a document.
- 9.d. Utilize the columns feature.
- 9.e. Calculate values within a table.
- 9.f. Create a document using the borders and feature.
- 9.g. Create, format, edit, and delete a header/footer within a document.