

## Document Processing

### Course Description

This course will provide students the opportunity to obtain life-long document processing skills through hands-on learning situations by utilizing a variety of software functions. Classroom experiences also provide for skill development in visual and oral communication. 1 Cr (1 lect/pres, 0 lab, 0 other)

### Course Focus

This course will be taught in a lab setting, and all assignments will be completed in class. If students are absent, they will make up assignments on their own time.

### Text and References

WordPerfect 6.1 for Windows  
Nita Hewitt Rutkosky  
Paradigm Publishing Inc. 1996  
280 Case Avenue  
St. Paul, MN 55101

### Course Goals

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives (Addendum A). (\*designates a CRUCIAL goal)

- 1.\* access course software
2. (1) use file and disk management procedures
3. (1) maintain storage media
4. (1) maintain computer hardware
5. (1) use document processing terminology
6. (1) understand various word processing software packages
7. (1) perform word processing cycle
8. (1) use software manual
9. (1) develop productive work ethic
10. create error-free documents
11. (10) use variety of formats
- 12.\* (10) proofread complex business documents
- 13.\* (10) insert text and data
- 14.\* (10) delete text and data
15. (10) move text and data
16. (10) copy text and data
17. (10) customize software defaults
18. (10) use help screens
19. (10) create macros
20. (10) sort data
21. (10) create primary file
22. (10) create secondary file
23. (10) merge primary + secondary files
24. (10) complete on-screen forms
25. (10) integrate various applications
26. (10) use rough draft material
27. (10) apply decision-making skills
- 28.\* (10) exhibit oral and written proficiency
29. (10) compose error-free documents

- 30. (10) use proofreader's marks
- 31. use online resources
- 32. (31) upload electronic data
- 33. (31) download electronic data
- 34. practice teamwork
- 35. (34) prepare visual and oral report
- 36. explore career options
- 37. (36) compose application letter
- 38. (36) create resume
- 39. (36) compose follow-up letter

### **Student Contributions**

The teacher will give instructions for an entire unit. Students will be given a handout with tips for completing the unit. As the teacher reviews the tips, students will make additional notes. Each student will then work independently to complete the assignments. There will be no homework

## **ADDENDUM A**

### **PERFORMANCE OBJECTIVES**

1. The student will acquire basic concepts and office operations procedures using allowed references. The student will demonstrate his ability through performance and/or through written quizzes. The following Content Goals are related to this PO : 1, 2, 3, 4, 5, 6, 7, 8, and 9.
  
10. The student will create error-free documents using a variety of word processing skills. Students will complete assignments in class and will be evaluated through observation, written quizzes, and grading of documents. The following Content Goals are related to this PO : 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, and 30.
  
31. The student will be use online resources. The student will be allowed references. Performance will be satisfactory if resources are used and the usage is consistent with written guidelines. The following Content Goals are related to this PO : 31, 32, and 33.
  
34. The student in the DPR1447class becomes a team member. The student will practice teamwork through planning and presenting a presentation. The team members will decide each person's responsibility for the presentation. Performance will be satisfactory if teamwork is practiced and all of the items on the DO and DON'T list developed in class are met. The following Content Goals are related to this PO : 34, 35.
  
36. The student will explore career options in the field of document processing. The student will prepare documents necessary for job application and the job interview. The student will be allowed references. Performance will be satisfactory if options are explored. Evaluation will be based on a final report of career options and preparation of necessary documents. The following Content Goals are related to this PO : 36, 37, 38, and 39.

***Developed/Revised : May 7, 2004***