BAT140 Document Processing Syllabus

Course Information

Credits	4
Campus	Washburn Institute of Technology
Address	5724 SW Huntoon
City/State/Zip	Topeka, Kansas 66604
Office Fax	785-273-7080

Description

This course is designed to improve typing skills and teach professional formatting of business correspondence, reports, tables, electronic forms, and desktop publishing projects from arranged, unarranged, and rough draft documents as well as documents composed by students. Workplace safety (ergonomics) will be emphasized. Prerequisite: Word Processing completed or simultaneously enrolled.

Textbooks

Scott Ober, Jack E. Johnson, and Arlene Zimmerly. *Gregg College Document Processing: Word 2013, Kit 1;* McGraw-Hill. 2013. **Edition:** 11. **ISBN:** 978-0-0778-2463-1.

Student Learning Outcomes:

A. Communicate effectively
B. Integrate technology
C. Learn effectively
D. Demonstrate cooperative teamwork skills
E. Apply safety in the workplace
F. Think critically and creatively
G. Demonstrate responsible work ethics

Competencies

1. Recognize proofreader's marks.
2. Demonstrate proofreading skills.
3. Demonstrate correct ergonomic positions while operating a computer.
4. Create business letters in block style and modified-block style in word processing software.
5. Identify types of document formatting.
6. Describe the importance of correct formatting.
7. Create personal business letters in word processing software.
8. Create business letters on letterhead in word processing software.
9. Create multi-page business letters in word processing software.
10. Create envelopes in word processing software.

11. Create memorandums in word processing software.
12. Create simple tables in word processing software.
13. Create open tables in word processing software.
14. Create tables with number columns in word processing software.
15. Create tables with totals in word processing software.
16. Create bulleted and numbered lists in word processing software.
17. Create business reports in word processing software.
18. Create MLA style reports in word processing software.
19. Create APA style reports in word processing software.
20. Create bound reports in word processing software.
21. Create a table of contents in word processing software.
22. Create footnotes and endnotes in word processing software.
23. Create title pages in word processing software.
24. Create documents with columns in word processing software.

Guidelines for Success

Assessment Plan

Assessment is an integral part of the educational process at Washburn Tech and accurate feedback is an important tool in continuously improving the institution's technical programs. Students can expect to participate in assessment activities prior to entry into programs, within specific courses and following program completion for specific fields of study.

Grading Scale

A	92%-100%
B	84%-91%
C	76%-83%
D	68%-75%
F	67% or below

The course is graded by 70% classroom work and test scores, and 30% daily participation.

Attendance

Attendance contributes significantly to academic success. Students who attend classes regularly tend to earn higher grades and have higher passing rates in courses. Excessive absences may jeopardize a student's grade or the ability to continue in the course. If the student is absent for any reason, the student is responsible for all missed work and for contacting the instructor promptly.

Disability

The Special Support Services (SSS) Office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Institute of Technology for persons with disabilities. Qualified students with disabilities MUST register and provide documentation with the office to be eligible for services. New requests for accommodations should be submitted two months or more prior to the date services should begin; however, contact the SSS Office as soon as a need may arise. Depending on the accommodation request, four to eight week lead time may be needed for timely and effective provision of services. SSS coordinates and assist in arranging services it deems appropriate of eligible students on a case-by-case basis.

If you are a student with a disability that may substantially limit your ability to participate in this class and believe you will need accommodations, it is your responsibility to contact:

Special Support Services Coordinator
Phone: 785-228-6356
E-Mail: ssscoordinator@washburn.edu