Intermediate Document Processing

Course Description
BE 102. Intermediate Document Processing. 3 credit hours. Prerequisite: A keyboarding speed of at least 40 wpm. This course will enable the student to develop a higher keyboarding speed with a greater degree of accuracy. The student will develop skills that are essential for creating all types of typical office correspondence, tables, desktop publishing, mail merges, and forms.

Required Materials
For complete textbook information, refer to https://bookstore.butlercc.edu

Butler-assessed Outcomes
The intention is for the student to be able to:
1. Demonstrate a minimum keyboarding speed of 50 wpm on five minute timings with five errors or fewer.
2. Utilize word processing features to design and complete office projects.

Learning PACT Skills that will be developed and documented in this course
Through involvement in this course, the student will develop ability in the following PACT skill area(s):
Technology Skills
General computer use—Through the use of software, the student will build speed and accuracy skills as well as create and format office projects.

Major Summative Assessment Task(s)
These Butler-assessed Learning Outcome(s) and the Learning PACT skill(s) will be demonstrated by:
1. Completing a comprehensive project encompassing all competencies in each particular unit.
2. Mapping improvement of keyboarding techniques with a minimum of 50 wpm, and decreased error ratio through utilization of diagnostic software.

Skills or Competencies
Actions that are essential to achieve the course outcomes:
1. Key a minimum of 50 wpm for five minutes with no more than five errors
2. Correct errors through the use of spell check and manually by proofreading
3. Manipulate the GDP program to complete work and print reports
4. Utilize the reference section of the textbook
5. Apply the basic format to reports, letters, memos, and tables
6. Arrange business letters using block and modified-block styles with standard punctuation
7. Format multi-page letters and memos with and without tables
8. Use the find and replace command through the word processing software
9. Prepare a memo report
10. Format agendas, minutes of meetings, procedure manuals, magazine articles, and itineraries
11. Use the word processing software to create newspaper columns
12. Prepare boxed and open tables
13. Insert and delete rows and columns in a table
14. Adjust the column width
15. Join and split the cells in a table in order to create braced headings
16. Format a table with footnotes
17. Perform calculations within a table
18. Format table cells using the fill option
19. Position and supply accurate information for special letter parts, such as international addresses, postscripts, bc notations, subject lines, etc. for the following countries: Canada, Mexico, France, Germany, and China
20. Format e-mail messages
21. Prepare multi-page business and academic reports
22. Use word processing software to apply specific styles to a document
23. Prepare a multi-page, single-spaced report with center and side headings and internal tables
24. Format the cover page, table of contents, and bibliography page of a report
25. Prepare medical office correspondence
26. Create a warranty deed, last will and testament, affidavit, summons, complaint, and judgment
27. Use word processing templates to format office correspondence and forms
28. Utilize basic design guidelines to creatively format letterhead forms, directory forms, notepad forms, and sign-in forms
29. Design cover pages, announcements, flyers, and newsletters
30. Utilize word processing software to create text and graphic boxes
31. Design online resumes
32. Create form letters and data sources
33. Use the mail merge feature to merge form and data files together to create customized letters
34. Use the mail merge feature to create custom labels and envelopes

Learning Units
I. Skill Refinement
   A. Business letters
   B. Memos and e-mails
   C. Tables
II. Correspondence
   A. Multi-page letters
   B. Special letter features
   C. Multi-page memos with tables
   D. Memo reports
   E. Bibliography

III. Reports
   A. Itineraries
   B. Agendas and minutes of meetings
   C. Procedures manuals
   D. Magazine articles

IV. Tables
   A. Boxed
   B. Open
   C. Ruled
   D. Pre-designed

V. International formatting
   A. Canada
   B. Mexico
   C. France
   D. Germany
   E. Japan

VI. Formal reports
   A. Business reports
   B. Imbedded boxed tables
   C. Cover pages
   D. Table of contents
   E. Bibliography

VII. Medical office documents
   A. Business letters
   B. Tables
   C. Memos
   D. E-mail
   E. Business report

VIII. Legal office documents
   A. Warranty deeds
   B. Last wills and testaments
   C. Affidavits
   D. Summons
   E. Complaints
F. Judgments

IX. Office forms design and use
   A. Memo and report templates
   B. Letterheads
   C. Notepads
   D. Directories
   E. Sign-in forms

X. Office publications
   A. Cover pages
   B. Announcements and flyers
   C. Newsletters

XI. Online resumes and merged documents
   A. Online resumes
   B. Form letters
   C. Data sources
   D. Mail merge letters, mailing labels, and envelopes

XII. In-basket review
   A. Banking
   B. Education
   C. Nursing
   D. Government
   E. Software development

**Learning Activities**
Learning activities will be assigned to assist the student in achieving the stated outcomes through instructor demonstrations, keyboarding drills, timed writings, and document design and format.

**Grade Determination**
The student will be graded on completion of the assessment tasks, learning activities, timed writings, drill work, and progress tests.