



Articulation Agreement Course Competencies and Provisions

OFF 102 Document Formatting

1-5 Credits

Introduction to the formatting of letters, tables, and reports with emphasis on speed building and accuracy.

PROVISIONS

1. Student must be enrolled in the required high school class.
2. Student must receive an A or B grade (minimum 2.9 or better) and complete all competencies.
3. Students must use the touch typing method, that is, eyes on the copy not the keyboard. Errors include transposition, capitalization, spacing, tabbing and/or punctuation.
4. All required Tech Prep forms must be sent to BBCC **within 30days** of course completion.
5. Teachers must assign student grades and credits **within 30 days** of course completion.

COMPETENCIES

Students must use the touch typing method, that is, eyes on the copy not the keyboard. Errors include transposition, capitalization, spacing, tabbing and/or punctuation.

Module 1 Skillbuilding = 1 credit

Upon successfully completing the module, the student will be able to

- type a minimum of **36 words per minute** with 3 or less errors on two 3-minute timings and
- one 5-minute timing with 5 or less errors.

Module 2 Formatting Reports = 1 credit

Upon successfully completing the module, the student will be able to

- type a minimum of **38 words per minute** with 3 or less errors on one 3-minute timing and two 5-minute timings with 5 or less errors (5-minute timings on two different progress checks)
- type various reports with a minimum of 85% accuracy (refer to competencies listed below)

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|-----------------------------|--|
| 1. Start a Word processor | 11. Preview pages |
| 2. Open a file | 12. Use the Show/Hide button |
| 3. Close a file | 13. Print a file |
| 4. Quit a Word processor | 14. Change line spacing |
| 5. Navigate in a file | 15. Align text |
| 6. Select text | 16. Use the Help feature |
| 7. Bold text | 17. Type a unbound report with a minimum of 85% accuracy |
| 8. Undo/Redo a command | 18. Type a bound report with a minimum of 85% accuracy |
| 9. Save a file | |
| 10. Spell and Grammar check | |

Module 3 Formatting Documents (Letters and Memos) = 1 credit

Upon successfully completing the module, the student will be able to

- type a minimum of **40 words per minute** with 3 or less errors on one 3-minute timing and
 - two 5-minute timings with 5 or less errors (5-minute timings on 2 different progress checks)
 - type various letters and memos with minimum of 85% accuracy (refer to competencies listed below)
1. Center a page on the Word processor
 2. Insert a date
 3. Create mailing addresses for envelopes
 4. Use italics and underline features
 5. Create a business letter in block or modified block style with a minimum of 85% accuracy
 6. Create a memorandum with a minimum of 85% accuracy

Module 4 Formatting Tables and Columns = 1 credit

Upon successfully completing the module, the student will be able to

- type a minimum of **42 words per minute** with 3 or less errors on one 3-minute timing and
 - two 5-minute timings with 5 or less errors (5-minute timings on 2 different progress checks)
 - type tables with a minimum of 85% accuracy (refer to competencies listed below)
1. Create a table
 2. Switch from a boxed to an open format (borders and shading)
 3. Merge table cells
 4. Format and resize cells
 5. Change column width
 6. Center a table horizontally
 7. Use table formulas
 8. Create and format a table with 85% accuracy

Module 5 Formatting Multiple Pages = 1 credit

Upon successfully completing the module, the student will be able to

- type a minimum of **44 words per minute** with 3 or less errors on one 3-minute timing and
 - two 5-minute timings with 5 or less errors (5-minute timings on 2 different progress checks)
 - type multi-page reports
1. Number multiple page reports using the page numbering feature
 2. Create a page break
 3. Use bullets and numbering features
 4. Cut, copy, and paste from one document to another
 5. Set margins
 6. Create and format a left indent, a double indent, and a hanging indent
 7. Use the widows and orphans feature
 8. Create and format a multi-page report with a minimum of 85% accuracy