



MASTER COURSE OUTLINE

Prepared By: Trudie Roy

Date: April 2019

COURSE TITLE

Document Formatting

GENERAL COURSE INFORMATION

Dept.: BIM

Course Num: 102

(Formerly: OFF102)

CIP Code: 52.0408

Intent Code: 21

Program Code: 547

Credits: 1-4

Total Contact Hrs Per Qtr.: 22-88

Lecture Hrs:

Lab Hrs: 22-88

Other Hrs:

Distribution Designation: General Elective (GE)

COURSE DESCRIPTION (as it will appear in the catalog)

This course gives primary emphasis to the formatting of business documents using Microsoft Word 2019.

PREREQUISITES

BIM101 or Basic Keyboarding Skills

TEXTBOOK GUIDELINES

Document Formatting Text as determined by BIM faculty (Example: *Microsoft Word Manual for Gregg College Keyboarding & Document Processing*, by Ober, Johnson, and Zimmerly)

COURSE LEARNING OUTCOMES

Upon successful completion of the course, students should be able to demonstrate the following knowledge or skills:

1. Create, edit, and format the following in a mailable format: Email messages, business and academic reports, business letters, memos, envelopes and labels, tables, resumes, and letters of application

INSTITUTIONAL OUTCOMES

IO1 **Communication:** Students will write, speak, and present information effectively by creating professional documents that would be used in an office or medical office environment

IO3 **Human Relations/Workplace Skills:** Students will be able to demonstrate teamwork, professionalism, and/or workplace specific skills.

COURSE CONTENT OUTLINE

1. Email & Word Processing
2. Basic Reports
3. Business Correspondence
4. Tables
5. Detailed Reports & Correspondence
6. Employment Documents

DEPARTMENTAL GUIDELINES *(optional)*

The syllabus must contain evaluation/grading guidelines, class environment/expectations/rules, course learning outcomes, and a disability services statement. A schedule must be provided to students that contains content covered (text chapters, topics, etc.), tentative test dates (to include final date/time). If an LMS or similar site is used for the course, it must be created following the Quality Matters (QM) principals outlined in the QM workbook questions. These documents should be reviewed with the BIM instructor at least two weeks prior to class start.

DIVISION CHAIR APPROVAL

DATE