



**COWLEY COLLEGE  
& Area Vocational Technical School**

**COURSE PROCEDURE FOR**

**BASIC DOCUMENT FORMATTING  
OFT1612 2 Credit Hours**

**Student Level:**

This course is open to students on the college level in either the freshman or sophomore year.

**Catalog Description:**

**OFT1612 - BASIC DOCUMENT FORMATTING (2 hrs)**

The purpose of this course is to provide an orientation to formatting personal and business letters, manuscripts, tables, and reports, in order to develop acceptable skills in word processing, with emphasis on increased accuracy and speed in keyboarding skills. Students cannot be enrolled simultaneously in this course and either OFT1611 Keyboarding for Computers or OFT1614 Advanced Document Formatting

**Prerequisites:**

Keyboarding skills of approximately 25 words per minute or students without keyboarding skills are encouraged to enroll in OFT1611 Keyboarding for Computers

**Controlling Purpose:**

Basic Document Formatting is a course for students who have had no previous experience with formatting documents or for students who have not used word processing software for a number of years. The student learns how to format personal and business letters, reports, memorandums, tables, and employment documents.

**Learner Outcomes:**

Competencies will be developed in producing formatted documents, reinforcing language art skills, improving proofreading skills, and increasing speed and accuracy using the touch method of keyboarding.

**Units Outcomes and Criterion Based Evaluation Key for Core Content:**

The following defines the minimum core content not including the final examination period. Instructors may add other content as time allows.

Evaluation Key:

- A = All major and minor goals have been achieved and the achievement level is considerably above the minimum required for doing more advanced work in the same field.
- B = All major goals have been achieved, but the student has failed to achieve some of the less important goals. However, the student has progressed to the point where the goals of work at the next level can be easily achieved.

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- C = All major goals have been achieved, but many of the minor goals have not been achieved. In this grade range, the minimum level of proficiency represents a person who has achieved the major goals to the minimum amount of preparation necessary for taking more advanced work in the same field, but without any major handicap of inadequacy in his background.
- D = A few of the major goals have been achieved, but the student's achievement is so limited that he is not well prepared to work at a more advanced level in the same field.
- F = Failing, will be computed in GPA and hours attempted.
- N = No instruction or training in this area.

<b>KEYBOARDING</b>						
Outcomes: The student will gain skill in keyboarding, proofreading, and computer and word processing concepts.						
A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Develop the ability to operate the microcomputer.
						Prepare usable copy by proofreading and correcting all errors.
						Establish the standard of mailability for all production work.
						Proofread and edit typewritten and handwritten material and evaluate its acceptability.
						Understand basic microcomputer/word processing concepts and terminology

## DOCUMENT FORMATTING

Outcomes: The student will develop the ability to format a variety of word processing documents, including reports, letters, memorandums, tables, and employment documents.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Format business reports that include numbered and bulleted lists, footnotes, and multiple pages
						Format academic reports that include indented displays
						Format reports in APA and MLA styles
						Format report citations
						Format preliminary report pages, including title page and table of contents
						Format business letters with enclosure and copy notations
						Format letters in block and modified-block styles
						Format personal-business letters
						Create envelopes and mailing labels
						Format memorandums
						Create and properly format boxed tables
						Create and properly format open tables with titles and column headings
						Create and properly format ruled tables with number columns
						Create and format traditional and electronic resumes.
						Create and format letters of application and follow-up letters.

**LANGUAGE ARTS**

Outcomes: The student will improve his/her knowledge of the language arts, including punctuation, capitalization, proper sentence structure, spelling, and word usage.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Properly use commas in sentences.
						Accurately apply rules of capitalization.
						Proofread and edit for correct spelling and word usage.
						Recognize and correct incomplete sentences.
						Accurately apply rules for the use of apostrophes.
						Accurately apply rules for the use of quotation marks and italics or underline.

**Projects Required:**

The student will save and submit required lessons.

**Textbook:**

Contact Bookstore for current textbook.

**Materials/Equipment Required:**

Computers and required software

**Attendance Policy:**

Students should adhere to the attendance policy outlined by the instructor in the course syllabus.

**Grading Policy:**

The grading policy will be outlined by the instructor in the course syllabus.

**Maximum class size:**

Based on classroom occupancy

**Course Timeframe:**

The U.S. Department of Education, Higher Learning Commission and the Kansas Board of Regents define credit hour and have specific regulations that the college must follow when developing, teaching and assessing the educational aspects of the college. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum

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of two hours of out-of-class student work for approximately fifteen weeks for one semester hour of credit or an equivalent amount of work over a different amount of time. The number of semester hours of credit allowed for each distance education or blended hybrid courses shall be assigned by the college based on the amount of time needed to achieve the same course outcomes in a purely face-to-face format.

**Refer to the following policies:**

[402.00 Academic Code of Conduct](#)

[263.00 Student Appeal of Course Grades](#)

[403.00 Student Code of Conduct](#)

**Disability Services Program:**

Cowley College, in recognition of state and federal laws, will accommodate a student with a documented disability. If a student has a disability which may impact work in this class which requires accommodations, contact the Disability Services Coordinator.