



**COWLEY COLLEGE
& Area Vocational Technical School**

COURSE PROCEDURE FOR

**ADVANCED DOCUMENT FORMATTING
OFT1614 3 Credit Hours**

Student Level:

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

Catalog Description:

OFT1614 - ADVANCED DOCUMENT FORMATTING (3 hrs)

This course is designed for further development of accuracy and speed in keyboarding straight copy, as well as advanced formatting of business letters, tables, reports, and business forms on the computer.

Prerequisites:

Successful completion of OFT1612 Basic Document Formatting, or basic word processing skills and keyboarding skills of approximately 30 words per minute

Controlling Purpose:

Advanced Document Formatting is designed for students who have basic word processing skills and keyboarding skills of approximately 30 words per minute. The central purpose of the course is to instruct the student in advanced formatting of business documents, to reinforce language arts skills, to improve proofreading skills, and to assist the student in developing speed and accuracy in keyboarding straight copy.

Learner Outcomes:

Competencies will be developed in producing formatted business documents, proofreading and editing, reinforcing language arts skills, and increasing keyboarding speed and accuracy, using the microcomputer and word processing software.

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.
- 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.

KEYBOARDING						
Outcomes: The student will improve keyboarding and proofreading skills.						
A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Improve keyboarding techniques and proofreading skills.
						Key straight copy of average difficulty, with a minimum of 44 gross words per minute for five minutes with mistakes corrected.
						Proofread work and make acceptable corrections for mailability.

DOCUMENT FORMATTING

Outcomes: The student will develop the ability to format advanced word processing documents, including formal reports, multipage letters, memo reports, complex tables, and administrative documents.

A	B	C	D	F	N	Specific Competencies:
						Demonstrate the ability to:
						Format business letters with special features and multipage letters in block style and modified-block style.
						Format memos and memo reports.
						Format a formal report project, including title page, table of contents, and bibliography.
						Format complex tables with footnotes or source notes, including shading, change of text direction, and braced column headings.
						Sort information in a table.
						Apply pre-designed table Autoformats.
						Format and design business forms, including letterheads, notepads, and miscellaneous office forms, by utilizing text boxes, clip art, and other features.
						Change print options to print multiple pages per sheet.
						Format administrative documents, including minutes of a meeting, agendas, procedures manuals, magazine articles in columns, and itineraries.
						Format and design office publications, including cover pages, announcements and flyers, and newsletters.
						Properly use international formatting, including addresses, telephone numbers, URLs, and special accent symbols.
						Change paper size to metric.
						Properly format various medical and legal office documents.
						Properly utilize pre-designed templates.

LANGUAGE ARTS

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

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Properly use commas and semicolons 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.
						Properly demonstrate subject-verb agreement in sentences.
						Use abbreviations appropriately.
						Properly demonstrate agreement in adjective and adverb usage.
						Demonstrate proper usage of nominative and objective pronouns.

ADDITIONAL WORKPLACE COMPETENCIES

Outcomes: The student will gain workplace skills in the setting of priorities, organization of workspace, and interpretation of technical materials.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Set priorities or the order in which several tasks will be accomplished.
						Read and interpret technical manuals.
						Estimate the time required to perform activities needed to accomplish a specific task. Evaluate and revise, if necessary.
						Organize workspace, work flow, and adjust to change when necessary.

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 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.

Rev. 6/2/2016

DISCLAIMER: THIS INFORMATION IS SUBJECT TO CHANGE. FOR THE OFFICIAL COURSE PROCEDURE CONTACT ACADEMIC AFFAIRS.

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.