

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
MESA, AND MIRAMAR COLLEGES
ASSOCIATE DEGREE COURSE OUTLINE**

SECTION I**SUBJECT AREA AND COURSE NUMBER:** Computer Business Technology 126**COURSE TITLE:** Document Processing**Units: 3**
Grade Only**CATALOG COURSE DESCRIPTION:**

This course is designed to give students hands-on experience creating a variety of computer-based documents. This course covers the use of computer software to create business, technical, medical and/or legal documents and to create forms, presentation documents, and documents for electronic publishing. It may include independent projects. This course, or sections of this course, may be offered through distance education.

REQUISITES:**Advisory:**

CBTE 103 with a grade of "C" or better, or equivalent

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ENGL 049 with a grade of "C" or better, or equivalent or Assessment Skill Level W5

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ENGL 048 with a grade of "C" or better, or equivalent or Assessment Skill Level R5

FIELD TRIP REQUIREMENTS: May be required**TRANSFER APPLICABILITY:** Associate Degree Credit & transfer to CSU and/or private colleges and universities**TOTAL LECTURE HOURS:** 32 - 36**TOTAL LAB HOURS:** 48 - 54**STUDENT LEARNING OBJECTIVES:**

Upon successful completion of the course the student will be able to:

1. List and define the features of document processing software.
2. Create business documents.
3. Create documents for home-based/entrepreneurial businesses.
4. Create promotional documents including flyers, brochures, and invitations.
5. Create presentation materials, including multimedia presentations.
6. Create documents for publication on the World Wide Web.

SECTION II**1. COURSE OUTLINE AND SCOPE:****A. Outline Of Topics:**

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. Distance learning students will complete the same course content.
- II. The topics may include, but are not limited to the following:
 - A. Features of Document Processing Software
 - B. Overview of Document Processing
 - 1. designing the document
 - 2. opening, saving, closing, and printing a document
 - 3. evaluating documents
 - C. Creating Business Documents
 - 1. multi-page documents
 - 2. main documents merged with data sources
 - D. Creating Home-Based Business Documents
 - 1. stationery
 - 2. business cards
 - 3. forms
 - 4. Web pages
 - E. Creating Promotional Documents
 - 1. flyers
 - 2. brochures
 - 3. invitations
 - F. Creating Presentations, including Multimedia Presentations
 - G. Creating documents for publication on the World Wide Web.

B. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

- I. Writing assignments are required. Distance learning students will electronically submit their writing assignments. Writing assignments may include but are not limited to the following:
- II. 1. Write a letter to be a mail merge main document and create a data source with a minimum of three records.
- III. 2. Write a personal resume and a cover letter.
- IV. 3. Write a two-page newsletter with information about the OIS field.
- V. 4. Write a brochure on formatting tips for business, legal, or medical documents.

C. Reading Assignments:

Reading assignments are required and may include but, are not limited to, the following:

- I. Reading assignments are required. Distance learning students will access the readings via the Internet. The reading assignments may include but are not limited to the following:
- II. 1. Read articles in periodicals such as PC Magazine, Office Computing, and Windows Sources.
- III. 2. Understand and recall information from articles distributed by the instructor, such as:
- IV. Grunin, Lori. "Microsoft Revs Up FrontPage,"
<http://www.zdnet.com/wsources/content/1097/reg01.html>.
- V. Will-Harris, Daniel. "Design Means Plan, Not Just Style,"
- VI. <http://www.will-harris.com/fromzero.htm>.
- VII. Will-Harris, Daniel. "Typefaces That Work Together," <http://www.will-harris.com/typepairs.htm>.

D. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

- I. Distance learning students will electronically submit their assignments. Assignments that will demonstrate critical thinking may include but are not limited to the following:
- II. 1. Evaluate the effectiveness of promotional documents such as flyers and brochures according to criteria established in the CBTE 126 course.
- III. 2. Choose the design and layout elements of presentation documents
- IV. 3. Explore the various document templates and evaluate their attractiveness in formatting documents.

E. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

I. Distance learning students will submit their assignments electronically. Outside assignments may include but are not limited to the following:

II. 1. Search the WWW for information about designing documents.

III. 2. Contact local businesses to learn about merging documents with spreadsheets and/or databases.

IV. 3. Develop a portfolio of documents created using document processing software.

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

I. A student's grade will be based on multiple measures of performance and will reflect the objectives set forth above. A final grade of "C" or better indicates that the student has the ability to successfully apply the theory and techniques taught in this course in subsequent courses. Distance learning students will submit their evaluations electronically and receive electronic feedback. Students are required to submit a portfolio of no fewer than 50 different documents to demonstrate their ability to use the document processing software. The portfolio will be evaluated on the following items:

II. Number of documents in the portfolio must be at least 50.

III. Accuracy and completeness of documents.

IV. Application of appropriate document design elements including focus, balance, proportion, contrast, consistency, color.

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

* Distance Education

* Methods of instruction may include but are not limited to those listed, as well as any other unique instructional strategies as shall be determined by each instructor. Distance learning students will attend regular electronic conferences; or where feasible, attend scheduled on-site conferences. Communication between distance learning students and instructor will take place at least once per completion of each course study unit.

* 1. Computer-assisted instruction

* 2. Electronic lectures in which students are taught in front of the computer

* 3. Audio-visual aids

* 4. Textbook

* 5. Handouts

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

1. COURSE. MICROSOFT OFFICE 97 (PROF ED), 1 ed. CRAM, ISBN: 076005133X

2. SW. SPORTS CONN:INTEGR SIMUL MS-OFFICE W/3" DISK, 1 ed. VANHUSS, ISBN: 0538721103

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

1.

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PROPOSAL ORIGINATOR: Richard Pelletier
CO-CONTRIBUTOR(S)
PROPOSAL DATE: 11/03/2004