**ESSEX COUNTY COLLEGE**

**Business Division**

**OCT 107 *–* Document Publication and Design**

**Course Outline**

**Course Number & Name:**  OCT 107 Document Publication and Design

**Credit Hours:**  3.0 **Contact Hours:**  3.0 **Lecture:** 3.0 **Lab:**  N/A **Other:**  N/A

**Prerequisites**:  OCT 106 or placement

**Co-requisites:** ENG 096 and RDG 096 **Concurrent Courses:** None

**Course Outline Revision Date:**  Fall 2010

**Course Description**: This course continues developing keyboarding skills with emphasis on formatting advanced business correspondence, reports, tables, electronic forms, medical office documents, legal office documents, using and designing miscellaneous office forms, designing office publications, designing Web pages and desktop publishing projects. In addition, students will be introduced to the popular software program, Microsoft Publisher.

**Course Goals:** Upon successful completion of this course, students should be able to do the following:

1. demonstrate improved speed and accuracy when operating the keyboard by touch;

2. correctly word process a variety of advanced documents;

3. utilize acceptable proofreading skills; and

4. use correct language arts skills in composing and editing.

**Measurable Course Performance Objectives (MPOs)**: Upon successful completion of this course, students should specifically be able to do the following:

1. Demonstrate improved speed and accuracy when operating the keyboard by touch:

* 1. *build speed and accuracy to a goal of 45 wpm with not more than 5 errors on a 5-minute timed writing test*

2. Correctly word process a variety of advanced documents:

 2.1 *format medical office documents: business letters, predesigned tables, memos, and business reports;*

 2.2 *format legal office documents: a warranty deed, last will and testament, affidavit, summons, complaint, and judgment*;

 2.3 *format business documents using templates;*

 2.4 *design letterhead forms, notepad forms, directory forms, and sign-in forms;*

 2.5 *design cover pages, announcements, flyers, newsletters* *and online resumes;*

 2.6 *create form letters using the mail merge feature*

**Measurable Course Performance Objectives (MPOs)** (continued):

3. Utilize acceptable proofreading skills:

3.1 *use proofreaders’ marks appropriately;* and

3.2 *format rough-draft documents with minimal typographical and format errors*

4. Use correct language arts skills in composing and editing:

 4.1 *edit documents using correct spelling;* and

4.2 *edit documents using correct punctuation*

**Methods of Instruction**: The instruction will consist of a combination of lectures, PowerPoint presentations, computer lab assignments, and individual study and practice.

**Outcomes Assessment:** Assignments, objective tests, application tests, timed writing tests, and exam questions are blueprinted to course objectives. Data is collected and analyzed to determine the level of student performance on these assessment instruments in regards to meeting course objectives. The results of this analysis are used to guide necessary pedagogical and/or curricular revisions.

**Course Requirements:** All students are required to:

1. Maintain regular attendance.

2. Complete assigned homework and application projects by due date.

3. Take part in class discussions.

4. Take all tests and quizzes when scheduled; these include a minimum of two class tests (objective and application), periodic timed writing tests, and a cumulative departmental final exam.

**Methods of Evaluation:** Final course grades will be computed as follows:

 **% of**

**Grading Components final course grade**

* **Classwork/Assignments 50%**

Assignments given strengthen students’ skills and frequently simulate actual office systems practices. They are evaluated on quality, quantity, and timeliness and indicate the extent to which students master course objectives.

* **Objective Tests** (dates specified by the instructor) **10%**

 These tests show evidence of the extent to which students meet the course objectives, including but not limited to spelling, formatting, communication skills, basic keyboarding, word processing information, and proofreading.

* Application Tests (dates specified by the instructor) 10%

These tests will be timed in producing documents which are similar to those learned in class work and homework assignments.

* **Timed Writings**  **10%**

The best three-minute timed writings, with a maximum error allowance of five, will determine final grade for timed writings. Grading Scale for timed writings is as follows: 45+ wpm = A; 40-44 wpm = B; 35-39 wpm = C; 30-34 wpm = D; Below 30 wpm = F

* **Final Exam**  **20%**

The **comprehensive** final exam will consist of three parts: objective, application, and timed writings. This exam will show evidence of the extent to which students have understood and achieved all course objectives.

**Academic Integrity:** Dishonesty disrupts the search for truth that is inherent in the learning process and so devalues the purpose and the mission of the College. Academic dishonesty includes, but is not limited to, the following:

* plagiarism – the failure to acknowledge another writer’s words or ideas or to give proper credit to sources of information;
* cheating – knowingly obtaining or giving unauthorized information on any test/exam or any other academic assignment;
* interference – any interruption of the academic process that prevents others from the proper engagement in learning or teaching; and
* fraud – any act or instance of willful deceit or trickery.

Violations of academic integrity will be dealt with by imposing appropriate sanctions. Sanctions for acts of academic dishonesty could include the resubmission of an assignment, failure of the test/exam, failure in the course, probation, suspension from the College, and even expulsion from the College.

**Student Code of Conduct:** All students are expected to conduct themselves as responsible and considerate adults who respect the rights of others. Disruptive behavior will not be tolerated. All students are also expected to attend and be on time for all class meetings. No cell phones or similar electronic devices are permitted in class. Please refer to the Essex County College student handbook, *Lifeline*, for more specific information about the College’s Code of Conduct and attendance requirements.

**Course Content Outline:** based on the text **Gregg College Keyboarding and Document Processing**, 11th edition, Word 2007 Update, Kit 2 (Lessons 61 – 120), by Ober, Johnson, Zimmerly; published by Glencoe-McGraw Hill/Irwin Publishing Company; 2011. This Kit includes the Software Access Code. ISBN #: 978-0-07-731940-3

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| **Week** | **Content/Topics** | **Lessons** |
| 1 – 2 | Review class syllabus and log-in procedure**Part 5: Unit 19**, **Medical Office Documents** Correctly format a business letter, a boxed table, a memo, a business report, a predesigned table, a ruled table and an e-mail messageSuccessfully complete a Progress and Proofreading Check with zero errors on the first scored attempt | 91 – 95 |
| 3 – 4 | **Unit 20,** **Legal Office Documents**Correctly format a warranty deed, a boxed table, an e-mail message, a last will and testament, an affidavit, a summons, a memo, and a predesigned table**Assignment 1 due****Objective Test 1****Timed Writing Test 1** | 96 – 100 |
| 5 – 6 | **Part 6: Unit 21, Using and Designing Office Forms**Correctly use correspondence templates, report templates, design letterheads, notepads, and miscellaneous office forms**Assignment 2 due** | 101 – 105 |
| 7 – 8 | **Unit 22, Designing Office Publications**Design cover pages, announcements, flyers, and newsletters**Assignment 3 due** | 106 – 110 |
| 9 – 10 | **Application Test 1****Timed Writing Test 2** |  |
| 11 – 12 | **Unit 23, Online Resumes and Merged Documents**Design an online resume, correctly format form letters in block and modified block style, correctly use the mail merge feature to create merged envelopes and labelsSuccessfully complete a Progress and Proofreading check with zero errors on the first scored attempt**Objective Test 2****Timed Writing Test 3** | 111 – 115 |
| **Week** | **Content/Topics** | **Lessons** |
| 13 – 14 | **Unit 24, Skillbuilding and In-Basket Review**Correctly format documents related to banking, education, nursing facilities, government, and software developmentFormat a memo template, boxed table, letterhead form, academic report, flyer, left-bound report, block style business letter, itinerary, newsletter, ruled table, and e-mail messageSuccessfully complete a Progress and Proofreading check with zero errors on the first scored attempt | 116 – 120 |
| 15 | **Final Exam: Objective, Application, and 5‑Minute Timed Writings** |  |