

SYLLABUS
PART I
EDISON STATE COMMUNITY COLLEGE
OHA 112S DOCUMENT PROCESSING II
3 CREDIT HOURS

COURSE DESCRIPTION

Mastery of word processing software, with emphasis on advanced formatting of business letters, tables, and reports. Speed building and accuracy are stressed. Includes preparation and manipulation of formatted materials for medical and administrative offices. Prerequisite: A grade of “C” or better in OHA 111S. Lab fee.

COURSE GOALS

The student will:

Bloom's Level		Program Outcomes
1	1. Increase speed and accuracy on timed material to be ready for employment testing.	1
3	2. Master the use of basic word processing software, including document creation, storage and retrieval.	3, 7
3	3. Develop knowledge and skill in preparing reports, correspondence, tables and specialized documents that meet industry standards.	10
3	4. Prepare documents used in an administrative or medical office that meet employment standards.	3, 4
5	5. Type five-minute timed writings with one or no errors per minute.	10

CORE VALUES

The Core Values are a set of principles that guide in creating educational programs and environments at Edison. They include communication, ethics, critical thinking, human diversity, inquiry/respect for learning, and interpersonal skills/teamwork. The goals, objectives, and activities in this course will introduce/reinforce those Core Values whenever appropriate.

TOPIC OUTLINE

1. Demonstration of advanced formatting, including creating, editing, storing and retrieval
2. Creation and revision of forms
3. Preparation of properly formatted documents used in a variety of offices, including administrative or medical