

Word Processing 1 – OFAD 160

Office Administration Program

Course Outline

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| COURSE IMPLEMENTATION DATE: | June 2007 |
| OUTLINE EFFECTIVE DATE: | September 2024 |
| COURSE OUTLINE REVIEW DATE: | March 2029 |

GENERAL COURSE DESCRIPTION:

Word Processing 1 introduces students to word processing in a Windows environment. Students learn the main software features of MS Word and improve their keying speed and accuracy. Document formatting is presented during the course and students produce basic business documents using business formatting skills. Business standards in all documents are promoted throughout the course. The speed objective is 35 gross words a minute (gwam) in five-minute timings with five or fewer errors.

Program Information: This course is required for the Office Administration Certificate.

Delivery: This course is delivered online.

College of the Rockies Credits: 1.5

Hours for this course: 45 hours to be completed over 3 weeks

Typical Structure of Instructional Hours:

| Instructional Activity | Duration |
|------------------------------------|----------|
| Lecture Hours | |
| Seminars / Tutorials | |
| Laboratory / Studio Hours | |
| Practicum / Field Experience Hours | |
| Vocational Contact Hours | 45 |
| Total | 45 |

Practicum Hours (if applicable):

| Type of Practicum | Duration |
|------------------------|----------|
| On-the-job Experience | N/A |
| Formal Work Experience | N/A |
| Other | N/A |
| Total | |

Course Outline Author or Contact:

Bonnie New, Instructor Diploma

Signature

APPROVAL SIGNATURES:

Department Head

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Department Head Signature

Dean Signature

EDCO

Valid from: September 2024 – March 2029

Education Council Approval Date

COURSE PREREQUISITES AND TRANSFER CREDIT:**Prerequisites:** OFAD 155 or current typing speed of 25 gwam, OFAD 158.**Corequisites:** None**Flexible Assessment (FA):**

Credit can be awarded for this course through FA

☒ Yes☐ No

Learners may request formal recognition for flexible assessment at the College of the Rockies through one or more of the following processes: External Evaluation, Worksite Assessment, Demonstration, Standardized Test, Self-assessment, Interview, Products/Portfolio, or Challenge Exam. Contact an Education Advisor for more information.

Transfer Credit: For transfer information within British Columbia, Alberta, and other institutions, please visit <http://www.cotr.bc.ca/Transfer>.

Students should also contact an academic advisor at the institution where they want transfer credit.

Prior Course Number: N/A

Textbooks and Required Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks were in use:

Rutkosky, N., Roggenkamp, A., Rutkosky, I. *Microsoft 365, Word, Level 1, Benchmark Series, Dubuque, MA: Paradigm Education Solutions., College Keyboarding: Keyboarding and Word Processing Essentials, Lessons 1 – 55*, Twentieth Edition, Boston, MA: Cengage Learning.

Keyboard Mastery Access Code, KeyboardingOnline.com, Ellsworth Publishing

Please see the instructor's syllabus or check COTR's online text calculator <https://textbook.cotr.bc.ca/> for a complete list of the currently required textbooks.

LEARNING OUTCOMES:

Upon the successful completion of this course, students should be able to

- practice keyboarding using online keyboarding software;
- implement file management strategies to organize, save, and retrieve documents efficiently;
- demonstrate the ability to navigate and utilize fundamental features of MS Word software;
- create, edit, and format documents effectively using the various tools in MS Word;
- review documents for keying and formatting errors and employ proofreading tools effectively to improve document accuracy and readability;
- create professional documents tailored to specific audiences;
- execute work in a timely manner and on schedule; and
- demonstrate responsibility for attendance, absenteeism, and punctuality.

COURSE TOPICS:

- Preparing Word documents
- Formatting characters and paragraphs
- Customizing paragraphs
- Formatting pages and documents
- Create and format memos, letters, and envelopes

See instructor's syllabus for the detailed outline of weekly readings, activities, and assignments.

EVALUATION AND ASSESSMENT:

| | % Of Total Grade |
|---|------------------|
| Theory Quizzes (x 4 Chapters) | 20% |
| Practical Quizzes (x 4 Chapters and Supplemental Section) | 40% |
| Simulation Project | 30% |
| Timed Writings | <u>10%</u> |
| Total | 100% |

Please see the instructor syllabus for specific classroom policies related to this course, such as details of evaluation, penalties for late assignments and use of electronic aids.

Attendance is an important component of the course. Students are expected to complete this course within the scheduled course timeline. Failure to do so will result in an "F" grade. Extensions may be considered only if the student has demonstrated workplace appropriate responsibility for absence or delay throughout the course.

EXAM POLICY:

Students must attend all required scheduled exams that make up a final grade at the appointed time and place.

Individual instructors may accommodate for illness or personal crisis. Additional accommodation will not be made unless a written request is sent to and approved by the appropriate Department Head prior to the scheduled exam.

Any student who misses a scheduled exam without approval will be given a grade of "0" for the exam.

COURSE GRADE:

Course grades are assigned as follows:

| Grade | A+ | A | A- | B+ | B | B- | C+ | C | F |
|-------------------|------|-------|-------|-------|-------|-------|-------|-------|------|
| Mark (Percent) | ≥ 98 | 97-94 | 93-90 | 89-86 | 85-82 | 81-79 | 78-75 | 74-70 | < 70 |

A grade of "C" grants credit, but may not be sufficient as a prerequisite for sequential courses.

ACADEMIC POLICIES:

See www.cotr.bc.ca/policies for general college policies related to course activities, including grade appeals, cheating, and plagiarism.

COURSE CHANGES:

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment and marketing needs. The instructor endeavours to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.