

## Word Processing 2 – OFAD 165

### Office Administration Program

### Course Outline

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

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#### GENERAL COURSE DESCRIPTION:

Word Processing 2 is a progression beyond Word Processing 1. Students continue to learn the main software features of MS Word and improve their keying speed and accuracy. Students produce basic business documents using business formatting skills. Business standards in all documents are promoted throughout the course. The speed objective is 45 gwam in a five-minute timing with five or fewer errors.

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

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**Delivery:** This course is delivered online.

**College of the Rockies Credits:** 2

**Hours for this course:** 60 hours to be completed over 4 weeks

#### Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	
Vocational Contact Hours	60
<b>Total</b>	60

#### Practicum Hours (if applicable):

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

**Course Outline Author or Contact:**

Bonnie New, Instructor Diploma

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Signature**APPROVAL SIGNATURES:**

Department Head

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Dean Signature

EDCO

Valid from: September 2024 – March 2029

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Education Council Approval Date**COURSE PREREQUISITES AND TRANSFER CREDIT:****Prerequisites:** OFAD 155 or current keyboarding speed of 25 gwam, OFAD 158, OFAD 160**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

*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.*

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## **LEARNING OUTCOMES:**

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

- use keyboarding software to practice keying speed and accuracy;
  - apply formatting options including tables, columns, headers and footers;
  - apply custom formatting options including tables, columns, document themes, style sets, headers and footers, page and section breaks;
  - choose and format Shapes, WordArt, and SmartArt;
  - 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;
  - identify and resolve common issues and errors encountered during word processing tasks;
  - troubleshoot formatting problems and document inconsistencies effectively;
  - execute work in a timely manner and on schedule; and
  - demonstrate responsibility for attendance, absenteeism, and punctuality.
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## **COURSE TOPICS:**

- Keying accuracy
- Inserting and formatting objects
- Managing documents
- Creating tables
- Inserting tables into memos and letters
- Applying and customizing formatting

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

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## EVALUATION AND ASSESSMENT:

	% Of Total Grade
Theory (Quizzes (x 4 Chapters)	20%
Practical Assessments (Quizzes (x 4 Chapters)	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.

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## 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.

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## 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.

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## ACADEMIC POLICIES:

See [www.cotr.bc.ca/policies](http://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.