



## Word Processing 2 – OFAD 165 Office Administration Program

### Course Outline

COURSE IMPLEMENTATION DATE: June 2007  
OUTLINE EFFECTIVE DATE: September 2018  
COURSE OUTLINE REVIEW DATE: March 2023

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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.

**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

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**APPROVAL SIGNATURES:**

Department Head

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Dean of Trades and Technology

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Department Head Signature

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Dean Signature

EDCO

Valid from: September 2018 – March 2023

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Education Council Approval Date

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**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

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## **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:

Van Huss, S., Forde, C., Woo, D., Robertson, V. (2016). *Microsoft 2016, 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 [http://www.cotr.bc.ca/bookstore/cotr\\_web.asp?IDNumber=164](http://www.cotr.bc.ca/bookstore/cotr_web.asp?IDNumber=164) 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;
  - format business documents to professional standards;
  - create and edit reports, newsletters, and announcements;
  - apply custom formatting including document themes, headers and footers, page and section breaks;
  - insert special characters, symbols, files, and pictures;
  - use Shapes, WordArt, and SmartArt;
  - create documents with equal-width columns
  - complete work in a timely manner and on schedule; and
  - take responsibility for attendance, absenteeism, and punctuality.
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## **COURSE TOPICS:**

- Format academic reports
- Format two-page reports with themes and styles
- Insert footnotes
- Find and replace text in a document
- Insert pictures, SmartArt, WordArt, and borders
- Set custom margins

*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 and Practical Assessments	60%
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.