



Word Processing 3 – OFAD 260 Office Administration Program

Course Outline

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

GENERAL COURSE DESCRIPTION:

Word Processing 3 advances a student's ability to access and manage knowledge and to communicate effectively in a business environment. Students are introduced to design features to enhance report formats with elements that add structure, provide a consistent image, and increase readability of business documents. Students improve productivity and creativity by applying advanced MS Word software features including mail merge. The speed objective is 55 gwam with 5 or fewer errors on a minimum of three 5-minute timings.

Program Information: This course is required for the Administrative Assistant Specialty Certificate in the Office Administration Program.

Delivery: This course is delivered online.

College of the Rockies Credits: 3

Hours for this course: 120 hours to be completed over 8 weeks

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience	
Vocational Contact Hours	120
Total	120

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:

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Signature

APPROVAL SIGNATURES:

Department Head

Joy Brown

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Department Head Signature

Dean Signature

EDCO

Valid from: September 2018 – March 2023

Education Council Approval Date

COURSE PREREQUISITES AND TRANSFER CREDIT:

Prerequisites: OFAD 155 or a current typing speed of 25 gwam, OFAD 158, OFAD 160, OFAD 165

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, 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>.

Student 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:

Vantliss, S., Forde, C., Woo, D., Robertson, V. (2016). *Microsoft Word 2016, College Keyboarding: Advanced Word Processing, Lessons 56-110*, Twentieth Edition. Boston, MA: Cengage Learning

Keyboard Mastery Access Code, KeyboardingOnline.com, Ellsworth Publishing

Please see the instructor syllabus or check COTR's online text calculator

http://www.cotr.bc.ca/bookstore/cotr_web.asp?IDNumber=164 for a complete list of the currently required textbooks.

LEARNING OUTCOMES:

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

- use keyboarding software;
 - critically evaluate production work and apply editing and proofreading skills;
 - create and format letters, memos, reports, and other business documents to professional standards;
 - create special letter parts and multiple-page documents;
 - create and download document templates;
 - insert and customize Quick Parts;
 - format using page numbers, headers, and footers;
 - create indexes, tables of contents, and tables of figures;
 - insert endnotes, footnotes;
 - use section and page breaks;
 - use tables to sort and rotate text;
 - use advanced features of tables such as decimal tabs and formulae;
 - use graphics, text boxes, columns, borders, and backgrounds to visually enhance documents;
 - use WordArt and SmartArt;
 - create a data source and document using Mail Merge;
 - create meeting agendas, minutes, itineraries, and news releases;
 - use Tracking features of Word for collaboration purposes;
 - complete work in a timely manner and on schedule; and
 - take responsibility for attendance, absenteeism, and punctuality.
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COURSE TOPICS:

- Advanced Business Correspondence
- Documents with Tables and Graphics
- Reports
- Mail Merge
- Meeting, Travel, and News Documents

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

EVALUATION AND ASSESSMENT Face-to-Face Delivery and online Delivery:

Assignments	% of Total Grade
The final course grade will be based on:	
Theory and Practical Tests	65%
Mid-term Practical Assignments	25%
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.