



## Word Processing 3 – OFAD 260 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 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.

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

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**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
<b>Total</b>	120

#### 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:**

Sheena Svitich, BA, BEd, Instructor Diploma

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Signature

**APPROVAL SIGNATURES:**

Department Head

Joy Brown

E-mail: [jbrown3@cotr.bc.ca](mailto:jbrown3@cotr.bc.ca)

Dean of Trades and Technology

Dr. Jack Moes

E-mail: [jmoes@cotr.bc.ca](mailto:jmoes@cotr.bc.ca)

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Department Head Signature

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Dean Signature

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Valid from: September 2024 – March 2029

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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:

Rutkosky, N., Roggenkamp, A., and Rutkosky, I. (2023). *Microsoft Word 365, Levels 2 and 3 (Benchmark Series)*, Current Edition. Dubuque: Paradigm Educational 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;
  - 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;
  - create and customize Building Blocks and fields;
  - create and use headers, footers, and references;
  - create indexes, tables of contents, and tables of figures;
  - insert endnotes and footnotes;
  - use section and page breaks;
  - use tables to sort and rotate text;
  - create and customize objects using the Draw feature;
  - 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;
  - use Tracking and Comments features of Word for collaboration purposes;
  - use features to restrict use and protect a document;
  - use Outline view;
  - execute work in a timely manner and on schedule; and
  - demonstrate responsibility for attendance, absenteeism, and punctuality.
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## COURSE TOPICS:

- Formatting Advanced Business Correspondence
- Formatting, Proofing, and Customizing Business Documents
- Creating Specialized Charts and Tables
- Formatting Business Reports
- Conducting Mail Merge

- Creating and Using Macros
- Creating Forms
- Working with Shared Documents

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

**EVALUATION AND ASSESSMENT Online Delivery:**

Assignments	% of Total Grade
The final course grade will be based on:	
Theory and Practical Tests	65%
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](http://www.cotr.bc.ca/policies) for general college policies related to course activities, including grade appeals, cheating and plagiarism.

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**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.