



OFAD-160 – Word Processing 1

Technology

Effective Term & Year: Fall 2024
Course Outline Review Date: 2029-03-01

Program Area: Office Administration

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 Methods: Online

Credit Type: College of the Rockies Credits

Credits: 1.5

Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	45
Seminar/Tutorials	
Laboratory/Studio	
Practicum/Field Experience	

Co-op/Work Experience	
Other	
Total	45

Course Requisites:

- Complete all of the following
 - Completed the following:
 - [OFAD155](#) – Keyboarding 1 (1.5)
 - [OFAD158](#) – Windows, Outlook, & File Management (1)
 - OFAD 155 or current typing speed of 25 gwam

Prior Learning and Recognition: Yes

Students are able to request formal recognition of their prior learning or experience outside the classroom. Challenge examination, portfolio-assisted assessment, work-based assessment or a combination of assessments that is appropriate to identify, assess, and recognize prior skills, competencies, and knowledge to achieve course credit. Tuition fees apply, refer to [Policy 2.5.5 Prior Learning Assessment and Recognition \(PLAR\)](#) or contact an education advisor for more information.

Course Transfer Credit:

For information about receiving transfer credit for courses taken at either British Columbia or Alberta institutions, please see <https://www.bctransferguide.ca/> or <https://transferalberta.alberta.ca> . For more transfer credit information, please visit <https://www.cotr.bc.ca/Transfer>

All requests for course transfer credit from institutions in British Columbia or elsewhere should go to the College of the Rockies Enrolment Services office.

Textbook 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 Assessments

Assessment Type: Online

Assessment Type	% of Total Grade
Theory Quizzes (x 4 Chapters)	20%
Practical Quizzes (x 4 Chapters and Supplemental Section)	40%
Simulation Project	30%
Timed Writings	10%
Total	100%

Grade Scheme

A+	A	A-	B+	B	B-	C+	C	C-	D	F
>=98	97-94	93-90	89-86	85-82	81-79	78-75	74-70			<70

Evaluation Notes: A grade of “C” grants credit, but may not be sufficient as a prerequisite for sequential courses.

Evaluation Notes Comments:

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 Attendance:

Students must attend all scheduled exams at the appointed time and place. Instructors may approve an alternate exam to accommodate an illness or personal crisis. Department heads will consider other written requests. Any student who misses a scheduled exam without prior approval will receive a “0” on the exam.

Academic Policies:

College of the Rockies policies related to courses can be found at <https://cotr.bc.ca/about-us/college-policies/> and include the following:

- Policy 2.1.4 Course Audit
- Policy 2.4.1 Credential Framework
- Policy 2.4.3 Students with Documented Disabilities
- Policy 2.4.4 Student Rights, Responsibilities and Conduct
- Policy 2.4.8 Academic Performance
- Policy 2.4.9 Student Feedback and Concerns
- Policy 2.4.11 Storage of Academic Works
- Policy 2.5.3 Student Appeal
- Policy 2.5.5 Prior Learning Assessment and Recognition (PLAR)

Course Changes:

The College of the Rockies updates course outlines regularly to meet changing educational, employment and marketing needs. The instructor will notify students in writing of any updates to this outline during the semester. The instructor reserves the right to revise, add or delete material while meeting the learning outcomes of this course outline.