



OFAD-165 – Word Processing 2

Technology

Effective Term & Year: Fall 2022

Course Outline Review Date: 2023-03-01

Program Area: Office Administration

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.

Program Information:

This course is required for Office Administration Certificate.

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

Delivery Methods: Online

Credit Type: College of the Rockies Credits

Credits: 2

Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	60
Seminar/Tutorials	
Laboratory/Studio	
Practicum/Field Experience	

Co-op/Work Experience	
Other	
Total	60

Course Requisites:

- Complete all of the following
 - Completed the following:
 - [OFAD155](#) – Keyboarding 1 (1.5)
 - [OFAD158](#) – Windows, Outlook, & File Management (1)
 - [OFAD160](#) – Word Processing 1 (1.5)
 - OFAD 155 or current keyboarding speed of 25 gwam

Flexible Assessment: Yes

In some cases students may be able to apply for recognition of prior learning outside the classroom. This flexible assessment process provides equivalent course credit. It is a rigorous process that may include external evaluation, worksite assessment, demonstration, standardized test, self-assessment, interview, products/portfolio, and challenge exam, or other measures as appropriate. Tuition fees apply. Contact an education advisor for more information.

Course Transfer Credit:

For information about receiving transfer credit for courses taken at other BC institutions, please see <http://www.bctransferguide.ca>. All requests for course transfer credit from institutions in BC or elsewhere should go to the College of the Rockies Enrollment 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:

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

<https://textbook.cotr.bc.ca/> for a complete list of the currently required textbooks.

Learning Outcomes:

Upon the successful completion of this course, students will 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.

Evaluation and Assessments

Assessment Type: Online

Assessment Type	% of Total Grade
Theory and Practical Assessments	60%
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

Pass requirements: None

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 2.4.3 Students with Documented Disabilities
- Policy 2.4.4 Student Conduct (plagiarism, other cheating, behavioral misconduct)
- Policy 2.5.8 Academic Performance
- Policy 2.5.3 Grade Appeal
- Policy 2.4.9 Student Concerns Re Faculty

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.

