



## OFAD-260 – Word Processing 3

### Technology

**Effective Term & Year:** Fall 2022

**Course Outline Review Date:** 2023-03-01

**Program Area:** Office Administration

#### 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.

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

**Delivery Methods:** Online

**Credit Type:** College of the Rockies Credits

**Credits:** 3

#### Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	120
Seminar/Tutorials	

Laboratory/Studio	
Practicum/Field Experience	
Co-op/Work Experience	
Other	
<b>Total</b>	<b>120</b>

### 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)
    - [OFAD165](#) – Word Processing 2 (2)
  - OFAD 155 or a current typing 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:

Vantluss, 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](http://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 will 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.

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## Evaluation and Assessments

**Assessment Type: Online**

Assessment Type	% of Total Grade
Theory and Practical Tests	65%
Mid-term Practical Assignments	25%
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
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**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.