



OFAD-260 – Word Processing 3

Technology

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

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.

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	
Total	120

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

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., 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.

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 Assessments

Assessment Type: Online

Assessment Type	% of Total Grade
The final course grade will be based on:	
Theory and Practical Tests	65%
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

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)
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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.