



# EFFECTIVE: SEPTEMBER 2004 CURRICULUM GUIDELINES

A. Division: **Instruction** Effective Date: **September 2004**

B. Department / Program Area: **Commerce & Business Admin. Office Administration** Revision  New Course   
 If Revision, Section(s) Revised: **C, H**  
 Date of Previous Revision: **2001-09 new course**  
 Date of Current Revision: **2004-09**

C: **OADM 1108** D: **Word Processing Level 1** E: **2**

Subject & Course No.	Descriptive Title	Semester Credits
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<b>F:</b>	Calendar Description:  <b>Word Processing Level I is designed to teach you the basic functions of a word processing program as well as teach you to properly format documents such as letters and memoranda. Although you will be required to use Microsoft Word 2000 to complete this course, many of the skills you will obtain are generic and can be transferred to most word processing packages.</b>									
<b>G:</b>	Allocation of Contact Hours to Type of Instruction / Learning Settings  Primary Methods of Instructional Delivery and/or Learning Settings:  <b>Online learning</b>  Number of Contact Hours: (per week / semester for each descriptor)  <b>5 hours per week</b>  Number of Weeks per Semester:  <b>10 Weeks X 5 Hours per Week = 50 Hours</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"><b>H:</b></td> <td>Course Prerequisites:  <b>OADM 1104</b></td> </tr> <tr> <td><b>I:</b></td> <td>Course Corequisites:  <b>Nil</b></td> </tr> <tr> <td><b>J:</b></td> <td>Course for which this Course is a Prerequisite  <b>Nil</b></td> </tr> <tr> <td><b>K:</b></td> <td>Maximum Class Size:  <b>24</b></td> </tr> </table>	<b>H:</b>	Course Prerequisites:  <b>OADM 1104</b>	<b>I:</b>	Course Corequisites:  <b>Nil</b>	<b>J:</b>	Course for which this Course is a Prerequisite  <b>Nil</b>	<b>K:</b>	Maximum Class Size:  <b>24</b>
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	SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS ( <a href="http://www.bccat.bc.ca">www.bccat.bc.ca</a> )									

**M:** Course Objectives / Learning Outcomes

At the end of this course, the learner will have demonstrated the ability to:

1. Apply a variety of resources and methods to learn word processing software functions.
2. Use accepted terminology for word processing functions and hardware components.
3. Transfer knowledge and skills to other computer programs.
4. Produce finished documents in accordance with business standards for timely completion, correctness of content and format, professional appearance, and creativity.
5. Accept responsibility for own file maintenance: logical use of directories, backup and safe storage procedures

**N:** Course Content:

1. Create, save, print, close, open, and edit a Word document.
2. Enhance documents with character formatting including all caps, bold, underlining, italics, fonts
3. Format paragraphs with text alignment; indent text, and change line spacing; display non-printing characters.
4. Insert special symbols, bullets, and numbers.
5. Adjust page breaks and section breaks, control text flow, change margins in a document, create custom tab settings, including left, right, center, decimal, and vertical tabs.
6. Copy, move, rename, and print multiple documents.
7. Proofread all types of business documents with the Spell Checker and Thesaurus and improve the grammar of written documents with the Grammar Checker.
8. Utilize special features in Word 2000 documents such as AutoText, spacing between paragraphs, date and time, dropped capital letters, and templates.

**O:** Methods of Instruction

Communications between instructor and students will be conducted online using the course email, bulletin board and chat utilities. The instructor will guide the students through a series of learning objectives using motivation and online instruction.

**P:** Textbooks and Materials to be Purchased by Students

## Required Text / Materials

Microsoft Word 2000 by Nita Rutkosky, Irwin Publishing, ISBN 0-7638-0250-6

Data disk: Word 2000 student CD that accompanies the above textbook.

Software: Microsoft Word 2000

Disks: At least three formatted 3 1/2" floppy disks.

## Recommended Text / Materials

Pitman Office Handbook

Dictionary

**Q:** Means of Assessment

Your final grade will be based on the following:

Chapter Assessments	25%
Unit 1 & 2 Assessments	25%
Written Exam	10%
Final Production	<u>40%</u>
	<u>100%</u>

**R:** Prior Learning Assessment and Recognition: specify whether course is open for PLAR

The course is open to PLAR by:

1. Portfolio presentation and/or
2. Challenge exam.

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Course Designer(s): **Julie Crothers**

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Education Council / Curriculum Committee Representative

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Dean / Director: **Rosilyn G. Coulson**

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Registrar: **Trish Angus**

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**Date: September 2004**