



EFFECTIVE: SEPTEMBER 2004 CURRICULUM GUIDELINES

A. Division: **Instructional** 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: **2003-03 new course**
 Date of Current Revision: **2004-09**
 C: **OADM 1228** D: **WORD PROCESSING LEVEL II** E: **2**

Subject & Course No.	Descriptive Title	Semester Credits
F: Calendar Description: This is a BC Campus online provincial course. Word Processing II is a continuation of OADM 108 Word Processing Level I. The course will cover additional instruction and practice with letter styles, tables, charts and reports as well as many advanced features of word processing software such as mail merge, macros, outlines, graphics and styles.		
G: Allocation of Contact Hours to Type of Instruction / Learning Settings Primary Methods of Instructional Delivery and/or Learning Settings: Online Learning Number of Contact Hours: (per week / semester for each descriptor) 5 hours per week Number of Weeks per Semester: 10 weeks x 5 hours per week = 50 hours	H: Course Prerequisites: OADM 1108	
	I: Course Corequisites: Nil	
	J: Course for which this Course is a Prerequisite Nil	
	K: Maximum Class Size: 24	
L: PLEASE INDICATE: <input type="checkbox"/> Non-Credit <input checked="" type="checkbox"/> College Credit Non-Transfer <input type="checkbox"/> College Credit Transfer: SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)		

<p>M: Course Objectives / Learning Outcomes</p> <p>The learner has reliably demonstrated the ability to :</p> <ol style="list-style-type: none"> 1. apply a variety of resources and methods to learn advanced 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 including logical use of directories, backup and safe storage procedures. 										
<p>N: Course Content</p> <ol style="list-style-type: none"> 1. Create a data source with Mail Merge and merge the records to a main document or to labels and envelopes. 2. Create and format tables. 3. Add borders and clip art to documents. 4. Use Microsoft Draw and WordArt to format documents using special features such as Hyphenating, Autotext, Find and Replace and Dropped Capital Letters. 5. Create charts and import data. 6. Record and run Macros. 7. Format text with Styles. 8. Sort paragraphs, columns and tables. 9. Create outlines and fill-in forms. 10. Create Templates, Table of Contents, Indexes, Tables of Figures and Table of Authorities. 										
<p>O: Methods of Instruction</p> <p>Communication between instructor and students will be conducted online using the WebCT email, discussion and chat utilities. The instructor will guide the students through a series of learning objectives using motivation and online instruction.</p>										
<p>P: Textbooks and Materials to be Purchased by Students</p> <ul style="list-style-type: none"> • Microsoft Word 2000 Signature Series with Student CD, Nita Rutkosky • Microsoft Word 2000 software • At least three formatted 3 ½” floppy disks 										
<p>Q: Means of Assessment</p> <table style="margin-left: 20px; border-collapse: collapse;"> <tr> <td>• Chapter Assessments</td> <td style="text-align: right;">25%</td> </tr> <tr> <td>• Unit Assessments</td> <td style="text-align: right;">25%</td> </tr> <tr> <td>• Theory Exams (online)</td> <td style="text-align: right;">10%</td> </tr> <tr> <td>• Final Production Exam</td> <td style="text-align: right;"><u>40%</u></td> </tr> <tr> <td></td> <td style="text-align: right;"><u>100%</u></td> </tr> </table>	• Chapter Assessments	25%	• Unit Assessments	25%	• Theory Exams (online)	10%	• Final Production Exam	<u>40%</u>		<u>100%</u>
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• Final Production Exam	<u>40%</u>									
	<u>100%</u>									
<p>R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p> <p>The course is open to PLAR.</p>										

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

Education Council / Curriculum Committee Representative

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

Registrar: **Trish Angus**