



**A:** Division: **Instructional** Date: **January 2001**  
**B:** Department/ **Commerce & Business Admin.** New Course  Revision   
 Program Area: **Office Administration**  
 If Revision, Section(s) Revised: **H, I, N, Q, R**  
 Date Last Revised: **June 1998**

**C: OADM 308 D: Word Processing - Microsoft Word E: 3**

Subject & Course No.	Descriptive Title	Semester Credits
<p><b>F:</b> Calendar Description: This course is designed to provide the student with in-depth practical and theoretical knowledge of the functions of a widely-used and current word-processing program. Topics will include procedures for creating, formatting, editing and printing business documents (memos, reports, letters, tables, forms, newsletters, flyers, notices, invitations). Students will decide which features to use to accomplish specific tasks and to transfer knowledge and skills to other computer programs.</p>		
<p><b>G:</b> Allocation of Contact Hours to Types of Instruction/Learning Settings</p> <p>Primary Methods of Instructional Delivery and/or Learning Settings:</p> <p><b>Lecture and Laboratory</b></p> <p>Number of Contact Hours: (per week / semester for each descriptor)</p> <p><b>Lecture: 2 Hrs.</b> <b>Laboratory: 3 Hrs.</b></p> <p>Number of Weeks per Semester:</p> <p><b>15 Weeks X 5 Hours Per Week = 75 Hours</b></p>	<p><b>H:</b> Course Prerequisites:</p> <p>Typing speed of 25 net words per minute. If no previous microcomputer experience, STSU 080 is advised.</p> <p><b>I:</b> Course Corequisites:</p> <p>NONE. If no previous microcomputer experience, OADM 255 is advised.</p> <p><b>J:</b> Course for which this Course is a Prerequisite:</p> <p><b>None</b></p> <p><b>K:</b> Maximum Class Size:</p> <p><b>24</b></p>	
<p><b>L:</b> PLEASE INDICATE:</p> <p><input type="checkbox"/> Non-Credit</p> <p><input checked="" type="checkbox"/> College Credit Non-Transfer</p> <p><input type="checkbox"/> College Credit Transfer: Requested <input type="checkbox"/> Granted <input type="checkbox"/></p> <p>SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (<a href="http://www.bccat.bc.ca">www.bccat.bc.ca</a>)</p>		

**M:** Course Objectives/Learning Outcomes

The learner has reliably 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.
6. Accept and endeavour to resolve unexpected problems which may arise from the use of hardware and/or software.
7. Exhibit business standards of behaviour with respect to attendance, punctuality, time-management, attitude, and respect for others.

**N:** Course Content**1. Learning Word Processing Software**

- 1.1 Use the text methodically and effectively: table of contents, index, learning objectives, headings, marginal notes, summaries, graphical aids, review questions etc.
- 1.2 Locate and utilize other paper references (manuals etc.)
- 1.3 Access and use on-line learning aids.
- 1.4 Apply critical thinking to determining 'best method' (which WP feature to use) for achieving desired outcome.
- 1.5 Apply listening skills to get the most from lectures and oral instructions.
- 1.6 Adopt suggested learning procedures, and enhance by identifying own preferred ways of learning.
- 1.7 Demonstrate understanding by completing self-assessments and applying concepts to business documents.

**2. Accepted terminology**

- 2.1 Learn and use correct terminology when referring to hardware/software functions and editing screen components.

**3. Transferability of Skills**

- 3.1 Transfer computer skills and keep up to date with upgrades to software by:
  - looking for common features
  - comparing differences/similarities
  - using reference materials (paper and on-line)
  - learning from peers
  - contacting software manufacturers' help lines

#### **4. Document Production**

- 4.1 Learn and apply standard/acceptable formats for business documents: letters, memoranda, reports, tables, forms, newsletters, flyers, notices, invitations.
- 4.2 Choose and use appropriate software features to:
  - create, format, edit and print business letters and memoranda
  - create tables with or without lines, shading, formulae
  - create and format reports with page numbers, headers, footers, footnotes, endnotes, outlines, tables of contents, indices and lists
  - streamline procedures with macros, merge, sort and select
  - create and appropriately enhance 'desktop publishing' documents with features such as fonts, typeface, typesize, graphics, columns, lines, boxes
- 4.3 Quality assurance:
  - proofread
  - spell/grammar check
  - critically assess format

#### **5. Disk and Document Maintenance**

- 5.1 Create logical folder names on disk for easy storage and retrieval
- 5.2 Label disks accurately and clearly
- 5.3 Use effective back-up procedures
- 5.4 Store diskettes safely

#### **6. Hardware/Software Troubleshooting**

- 6.1 Explore On-Line and hard-copy aids to solve software problems.
- 6.2 Learn and apply alternative ways of achieving the same end result through use of:
  - shortcut commands
  - keyboard commands
  - menu selections
  - toolbars

- 6.3 Familiarize yourself with and try possible solutions to hardware/software problems:
  - When is it appropriate to reset the computer?
  - When is it appropriate to exit and reenter the specific application?
  - When is it necessary to contact Systems and Computing?
  - How to contact Systems and Computing, and what information is required by them when reporting problems?

**7. Job Success Skills and Ethical Issues**

- 7.1 Demonstrate job success skills through:
  - regular attendance and punctuality
  - meeting deadlines
  - maintaining a high standard in documentation
  - taking responsibility for own actions
  
- 7.2 Practice ethical behaviour with respect to:
  - copyright issues
  - privacy issues
  - academic honesty

**O:** Methods of Instruction

Lecture  
 Demonstration  
 Lab

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

Rutkosky, Nita Hewitt. Microsoft Word 2000. EMCParadigm Publishing Inc., St. Paul, Minnesota, 2000.

Two 3.5" high density diskettes

**Q:** Means of Assessment

Employability Skills:

Attendance/punctuality	
Timely completion of exercises	10%
Graded Lab Assignments	30%
Timed Documents (5)	45%

Portfolio - Criterion referenced	<u>15%</u> <u>100%</u>
<b>R:</b> Prior Learning Assessment and Recognition: specify whether course is open for PLAR  This course is open to PLAR by: 1. Portfolio presentation and/or 2. Challenge exam.	

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Course Designer(s): **Wayne Ratcliffe**

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Education Council/Curriculum Committee Representative

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Dean/Director: **Jim Sator**

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Registrar: **Trish Angus**

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DATE: January 2001