



Douglas College

Course Information

A: Division: **INSTRUCTIONAL** Date: **OCTOBER 1998**
 B: Faculty: **COMMERCE AND BUSINESS ADMINISTRATION** New Course:
 Program: **OFFICE ADMINISTRATION** Revision of Course Information form: **JUNE 1991**
 C: **OADM 309** D: **WORD PROCESSING - WORDPERFECT** E: **3**

Subject & Course No. Descriptive Title Semester Credit

<p>F: 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>Summary of Revisions: 1998-09 Sections: D,F,I,O,P,R 1991-06 Sections: N,R 1989-03 Sections: D,F,N,O,P,R</p>
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G: Type of instruction: Hrs per week

Lecture:	2	Hrs.
Laboratory:	3	Hrs.
Seminar:		Hrs.
Clinical Experience:		Hrs.
Field Experience:		Hrs.
Practicum:		Hrs.
Shop:		Hrs.
Studio:		Hrs.
Student Directed Learning:		Hrs.
Other (Specify):		
Total:	5	Hrs.
Semester Total (5 x 15 wks):	75	Hrs.

H: Course Prerequisites:
Typing speed of 25 net words per minute

I: Course Corequisites:
NONE. OADM 255 is advised if no previous microcomputer experience

J: Course for which this Course is a Prerequisite:
NONE

K: Maximum Class Size:
24

L: College Credit Transfer
 College Credit Non-Transfer
 Non-Credit

M: Transfer Credit: Requested:
 Granted:
 Specify Course Equivalents or Unassigned Credit as appropriate:

B. Bowes
 Course Designer(s): B. Bowes
J. Sator
 Dean: J. Sator

J. McKendry
 Vice-President, Instruction: J. McKendry
P. Angus
 Registrar: P. Angus

N: TEXTBOOKS AND MATERIALS TO BE PURCHASED BY STUDENTS

Rutkosky, Nita Hewitt. WordPerfect 8. Paradigm Publishing Inc., St. Paul, Minnesota, 1998.

Two 3.5" high density diskettes

O: 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.

P: 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

Q: METHOD OF INSTRUCTION

Lecture
Demonstration
Lab

R: COURSE EVALUATION**Employability Skills:**

Attendance/punctuality	
Timely completion of exercises	10%
Graded Lab Assignments	30%
Timed Documents (5)	35%
Case Studies (2)	10%
Troubleshooting	
Terminology (use alternative WP software)	
Portfolio - Criterion referenced	<u>15%</u>
	<u>100%</u>

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