Course Code: Title	OAD141: ADVANCED DOCUMENT PRODUCTION
Program Number: Name	2086: OFFICE ADMIN-EXEC
Department:	OFFICE ADMINISTRATION
Academic Year:	2023-2024
Course Description:	This course is designed to provide the student with advanced-level skills in document formatting with an emphasis on editing and proofreading techniques through the integrated use of a leading reference manual. The course offers a generic simulation which has been designed for students who have had extensive training in the use of a word processing program. In this simulation, the students will have an opportunity to apply their word processing and editing/proofreading skills.
Total Credits:	5
Hours/Week:	9
Total Hours:	63
Prerequisites:	OAD005, OAD109, OAD123, OAD128
Corequisites:	There are no co-requisites for this course.
This course is a pre-requisite for:	OAD150, OAD209
Vocational Learning Outcomes (VLO's) addressed in this course: **Please refer to program web page for a complete listing of program outcomes where applicable.**	**2086 - OFFICE ADMIN-EXEC** VLO 1 Conduct oneself professionally and adhere to relevant legislation, standards and codes of ethics. VLO 2 Manage the scheduling, coordination and organization of administrative tasks and workflow within specific deadlines and according to set priorities. VLO 3 Coordinate the collection, analysis, distribution and response to communications in the workplace to facilitate the flow of information. VLO 7 Prepare and produce a variety of business documents using available technologies and applying industry standards. VLO 10 Select and use information technologies to support communication with internal and external stakeholders and to promote the organization.
Essential Employability Skills (EES) addressed in this course:	EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience. EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication. EES 3 Execute mathematical operations accurately. EES 4 Apply a systematic approach to solve problems. EES 5 Use a variety of thinking skills to anticipate and solve problems.

	EES 6	Locate, select, organize, and document information using appropriate technology and information systems.
	EES 7	Analyze, evaluate, and apply relevant information from a variety of sources.
	EES 10	Manage the use of time and other resources to complete projects.
	EES 11	Take responsibility for ones own actions, decisions, and consequences.

Course Evaluation:	Passing Grade: 50%, D A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.
Books and Required Resources:	Subscription to Typist (3 year) available for purchase online at: TypistApp.ca. The Gregg Reference Manual by Sabin, Millar, Strashok, and Gardner Publisher: McGraw-Ryerson Edition: 10 ISBN: 9781264928033 Canadian Edition

Course Outcomes and Learning Objectives:

Course Outcome 1	Learning Objectives for Course Outcome 1
Identify and use reference sources, such as the Gregg Reference Manual, to research and apply rules of punctuation, capitalization, number usage, abbreviations, plurals and possessives, word usage, sentence structure, grammar, formatting, etc., to prepare accurate business documents.	1.1 Locate information quickly in the Gregg Reference Manual. 1.2 Apply correct usage of punctuation and grammar in business documents by referencing rules in the Gregg Reference Manual affecting: - Punctuation marks (period, question mark, exclamation point, comma, semicolon, colon, dash, parentheses, quotation mark, and apostrophe) - Marks for emphasis (italics, underlining, all capitals, ellipsis marks, asterisk, diagonal, brackets, etc.) - Capitalization - Numbers - Abbreviations - Plurals and possessives - Compound words - Subjects, verbs, pronouns, adjectives, adverbs, negatives, prepositions - Sentence construction/writing mechanics - Word division - Word usage 1.3 Identify and correct errors in business formats (letters, memos, emails, reports, etc.). 1.4 Proofread using a variety of techniques and recognize proofreaders` marks to note corrections. 1.5 Identify and correct spelling and typographical errors. 1.6 Detect and correct inconsistencies to use correct grammar, syntax, spelling, and punctuation.
Course Outcome 2	**Learning Objectives for Course Outcome 2**
Apply problem-solving and multi-tasking skills to	2.1 Prepare, review, and edit written communication. 2.2 Prepare internal and external communications for

	distribution using appropriate formatting and proofreading techniques to meet quality standards. 2.3 Create and complete a variety of forms, to record communications and support the flow of information. 2.4 Produce documents that comply with industry formatting standards and the organization`s branding guidelines. 2.5 Prepare business documents according to current style manuals and using a variety of software and equipment. 2.6 Convert draft information from electronic and paper sources into final-form business documents. 2.7 Meet deadlines for the production of documents. 2.8 Complete typing lessons to improve typing speed and accuracy.
reinforce the technical skills required for a fast-paced office environment.	
Course Outcome 3	**Learning Objectives for Course Outcome 3**
Utilize information processing software to produce accurate, computer-generated business documents.	3.1 Create and edit text, as well as move, cut, copy, and paste. 3.2 Adjust font type and font size. 3.3 Work with automatic bullets. 3.4 Use merge features to generate letters and directories. 3.5 Format long documents, page numbering, headers and footers. 3.9 Use the spell check feature. 3.10 Manage files and utilize folders.

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Gregg Reference and Proofreading Exercises	20%
Module 1 Assignments	10%
Module 2 Assignments	10%
Module 3 Assignments	10%
Module 4 Assignments	10%
Module 5 Assignments	10%
Module 6 Assignments	10%
Project - Modules 1 to 3	10%
Project - Modules 4 to 6	10%

Date: June 23, 2023

Addendum: Please refer to the course outline addendum on the Learning Management System for further information.