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Course Name

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Code No.**I. COURSE DESCRIPTION:**

This course is designed to provide the student with advanced-level skills in word processing and document formatting with an emphasis on editing and proofreading techniques. 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 skills. By the completion of this course, students should be keyboarding at a minimum of 40 gross words per minute with 98 percent accuracy.

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

Upon successful completion of this course, the student will demonstrate the ability to:

1. Apply the proofreading and editing skills learned to detect errors in office documents, and use standard revision symbols to mark needed changes.

Potential Elements of the Performance:

- Proofread for errors in business documents using proofreading symbols.
- Identify errors in business format.
- Identify capitalization, spelling, and transposition errors.
- Identify errors in plurals and possessives.
- Apply correct usage of commas, punctuation, and grammar in business documents.
- Correct inconsistencies.
- Identify the marking scheme.

*This Proofreading module will constitute 5 percent of the course grade.*

2. Apply problem solving skills to produce accurate, computer-generated business documents, by a specified deadline, by processing text and numeric information to reinforce acquired technical skills for an office setting.

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A. Potential Elements of the Performance for Word Processing:

- Create and edit text—simple edits, as well as move, cut, copy, and paste
- Work with tables
- Create and using graphics images in documents
- Adjust font face and font size
- Work with automatic bullets and outlining
- Create templates or forms and using them repeatedly
- Use merge
- Use form fill, stop codes, or keyboard merge
- Format long documents—end-of-page control, page numbering, headers and footers, footnotes, etc.
- Use the software's database feature to prepare and rearrange lists automatically
- Perform calculations
- Create labels and name badges
- Use the spell check feature
- Compose, edit, and produce general correspondence
- Manage files, utilizing folders

*This Word Processing module will constitute approximately 45 percent of the course grade.*

B. Potential Elements of the Performance for Document Formatting:

- Format and enhance standard business documents.
- Format business charts.
- Format a business logo.
- Format a table by adding borders and shading, changing column widths, aligning text, inserting and deleting rows, and merging.
- Format envelopes.
- Format outlines.
- Format newspaper and parallel columns.

*This Document Formatting module will constitute approximately 45 percent of the course grade.*

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3. Keyboard at a minimum speed of 40 gross words per minute with an accuracy level of 98 percent.

Potential Elements of the Performance:

- Keyboard five-minute timed writings with an accuracy level of 98 percent on three separate occasions under instructor's supervision.

*This keyboarding timed writing will constitute 5 percent of the course grade.*

**III. TOPICS:**

**Note:** These topics sometimes overlap several areas of skill development and are not necessarily intended to be explored in isolated learning units or in this order.

1. Developing Proofreading Skills.  
(formatting, capitalization, spelling, punctuation, grammar, consistency, proofreading symbols)
2. Using Word Processing Software to complete office documentation.
3. Applying Document Formatting for the Office.
4. Completing Generic Office Simulation for Word Processing.
5. Timed Writings.

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**IV. REQUIRED RESOURCES/TEXTS/MATERIALS:**

Pathways: Simulation for Word Processing: Par Fore, by Eisch & Voiers,  
Published by South-Western Educational Publishing.

Proofreading – A Guide to Proofreading Techniques, Prepared for  
OAD101, Advanced Document Production, Office Administration Program.

Manila file folders (3) – lettersize

Three, 3 ½” high density disks.

Three individual diskette pockets.

**V. EVALUATION PROCESS/GRADING SYSTEM:**

Two Tests:

Test #1 – (Par Fore)	<b>35%</b>
Test #2 – (Par Fore)	<b>40%</b>
Daily Work for Simulation (including proofreading skills)	<b>20%</b>
Timed Writings	<b>5%</b>
<b>TOTAL</b>	<b>100%</b>

**Grading System for Timed Writings:**

40 gwpm with 98% accuracy = 5%  
39 gwpm with 98% accuracy = 4%  
38 gwpm with 98% accuracy = 3%  
37 gwpm with 98% accuracy = 2%  
36 gwpm with 98% accuracy = 1%  
35 gwpm and below = 0%

The following semester grades will be assigned to students in post  
secondary courses:

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<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 - 100%	4.00
A	80 - 89%	3.75
B	70 - 79%	3.00
C	60 - 69%	2.00
R (Repeat)	59% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field placement or non-graded subject areas.	
X	A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see <i>Policies &amp; Procedures Manual - Deferred Grades and Make-up</i> ).	
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has been impossible for the faculty member to report grades.	

**VI. SPECIAL NOTES:**

1. Special Needs:  
If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 so that support services can be arranged for you.
2. Retention of Course Outlines:  
It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other post secondary institutions.
3. The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

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4. Substitute course information is available in the Registrar's office.
5. Students should refer to the definition of "academic dishonesty" in the "Statement of Student Rights and Responsibilities". Students who engage in "academic dishonesty" will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course, as may be decided by the professor. Talking with other students during the test will result in an automatic deduction of 5 marks per occasion.
6. Students are expected to be present to write all tests during regularly scheduled classes. In the event of a failed course grade, a supplementary test based on the semester's work will be administered to replace EITHER the lowest failed OR one missed test.
7. Each student will be required to keep a file in a designated classroom. This will facilitate the return of assignments, grades, and any messages the Office Administration faculty needs to relay to the students.
8. A disk labeled with the student's, professor's, and the course name MUST be available with the assignment. At the professor's discretion, disks will be checked. Students are advised to maintain at LEAST one backup of all files. A lost or damaged diskette will not be an acceptable reason for a late or incomplete assignment.
9. It is expected that 100 percent of classroom work be completed and submitted on time. A late assignment with an attached Extension form will be accepted if submitted within 72 hours of the due date and time. Twenty-five percent will be deducted from late/incomplete assignments automatically. Failure to follow this procedure will result in a zero grade for the assignment.
10. All work must be labeled with the student's name and the project information on each page. All work must be submitted in a labeled folder complete with a plastic disk pocket.
11. During testing, the program's on-line help may be available. Tests will not be "open book". Students must ensure that they have the appropriate tools to do the test (i.e. diskettes, pencil, pen, etc.).
12. Proofreading is an integral part of this course. Marks will be deducted for all proofreading and spelling errors.

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13. Regular attendance is expected so the professor can observe work and provide guidance as necessary.
14. Test papers will be returned to the student after grading in order to permit verification of the results and to review the tests. However, the student will be required to return all test papers to the instructor who will keep them on file for one year.

**VII. PRIOR LEARNING ASSESSMENT:**

Students who wish to apply for advanced credit in the course should consult the instructor.

**VIII. DIRECT CREDIT TRANSFERS:**

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.