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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, spreadsheet, and proofreading skills.

**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.
2. Keyboard at a minimum speed of 30 gross words per minute with 98 percent accuracy.

Potential Elements of the performance:

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

3. Apply problem solving skills to produce accurate, computer-generated business documents, by a specified deadline, by processing text and numeric information (using Microsoft Word and

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Course Name

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Code No.

Excel) to reinforce acquired technical skills for an office setting.

A. Potential Elements of the Performance for Word Processing:

- Compose, edit, and produce general correspondence.
- Create and edit text—simple edits, as well as move, cut, copy, and paste.
- Work with tables.
- Create and use graphic images in documents.
- Adjust font type and font size.
- Work with automatic bullets and outlining.
- Create forms and use them repeatedly.
- Use merge features to generate letters and directories.
- 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 using either Word or Excel.
- Create labels.
- Use the spell check feature.
- Integrate Excel with Word.
- Manage files and utilize folders.

B. Potential Elements of the Performance for Document Formatting:

- Format and enhance standard business documents, i.e. letters, reports, minutes, etc., according to current style manuals.
- Design a business logo.
- Format tables by adding borders and shading, changing column widths, aligning text, inserting and deleting rows, splitting and merging cells, etc.
- Format envelopes and labels according to Canada Post standards.
- Format outlines.
- Format columns.

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Course Name

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Code No.**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. Developing Keyboarding Skills (30 g.w.p.m. – 98 percent accuracy)
3. Using Word Processing/Spreadsheets Software (Microsoft Word and Excel) to Complete Office Documentation.
4. Applying Document Formatting for the Office.
5. Completing Generic Office Simulation for Word Processing.

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

*Pathways: Simulation for Word Processing: Par Fore*, by Eisch & Voiers, Published by South-Western Educational Publishing – ISBN: 0-538-68767-3.

*Proofreading & Editing Precision*, 5th Edition, Larry Pagel, South-Western Educational Publishing, 2006 – ISBN: 0-538-44248-4.

Manila file folders (2) – letter size with CD pockets affixed to inside folder.

Two CDs or two memory sticks.

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Course Name

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Code No.

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

Two Tests:

Test #1 – (Par Fore)	<b>40%</b>
Test #2 – (Par Fore)	<b>40%</b>

Weekly Proofreading Quizzes (5)	<b>5%</b>
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Daily Work for Simulation (including proofreading skills)	<b>10%</b>
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Timed Writings	<b>5%</b>
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<b>TOTAL</b>	<b>100%</b>
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**Grading System for Timed Writings:**

30 g.w.p.m. with 98% accuracy = 5%

Note: Office Administration grading scheme will be followed for tests and assignments submitted as part of the OAD101 course – see attached. The following semester grades will be assigned to students in post secondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90-100%	4.00
A	80-89%	4.00
B	70-79%	3.00
C	60-69%	2.00
D	50-59%	1.00
F (Fail)	49% and below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject areas.	
U	Unsatisfactory achievement in field/ clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the	

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Course Name

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Code No.

NR requirements for a course.  
Grade not reported to Registrar's office.  
W Student has withdrawn from the course  
without academic penalty.

**VI. SPECIAL NOTES:**Course Outline Amendments:

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.

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 postsecondary institutions.

Prior Learning Assessment:

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.

Substitute course information is available in the Registrar's office.

Disability Services:

If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Disability Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

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Course Name

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Code No.Communication:

The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may (i) issue a verbal reprimand, (ii) make an assignment of a lower grade with explanation, (iii) require additional academic assignments and issue a lower grade upon completion to the maximum grade “C”, (iv) make an automatic assignment of a failing grade, (v) recommend to the Chair dismissal from the course with the assignment of a failing grade. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Student Portal:

The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations, in addition to announcements, news, academic calendar of events, class cancellations, your learning management system (LMS), and much more. Go to <https://my.saultcollege.ca>.

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Course Name

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Code No.Electronic Devices in the Classroom:

Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.

Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

Tuition Default:

Students who have defaulted on the payment of tuition (tuition has not been paid in full, payments were not deferred or payment plan not honoured) as of the first week of June will be removed from placement and clinical activities. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as of the result of tuition default. Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.

Students are expected to demonstrate respect for others in the class. Classroom disturbances will be dealt with through an escalating procedure as follows:

- Verbal warning
- E-mail notification
- Meeting with the Dean

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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 will be administered at the end of the semester to those students who have attended 75 percent of classes and have completed all required course work. The mark achieved on the supplemental will replace the lowest failed test for the final grade calculation. An appropriately labeled CD (or memory stick) containing completed daily work **MUST** be available prior to writing the supplemental test if requested by the professor.

It is expected that 100 percent of classroom work will be completed and submitted on time. All work must be labeled with the student's name and the project information. A CD/memory stick labeled with the student's, the professor's, and the course name **MUST** be available with the assignment. All work must be submitted in a labeled folder complete with a plastic disk pocket to house the CD/memory stick.

At the professor's discretion, CDs/memory sticks will be checked. Students are advised to maintain at **LEAST** one backup of all files. A lost or damaged CD/disk will not be an acceptable reason for a late or incomplete assignment.

A late assignment 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.

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.). Students are expected to keep their eyes on their own work during tests; academic dishonesty will result in a grade of zero (0) on the test for all involved parties.

Proofreading is an integral part of this course. Marks will be deducted for all proofreading and spelling errors. Refer to attached departmental grading scheme.

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Regular attendance and participation is expected to ensure course information is communicated to all students. In-class observation of student work and guidance by the professor aids student success. Lectures will not be repeated in subsequent classes.

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 professor who will keep them on file for three weeks after the semester finish date. Any questions regarding the grading of individual tests must be brought to the professor's attention within two weeks of the test paper being returned.

Keyboarding proficiency is stressed and is an essential component of this course. Students who are unable to keyboard with a touch type technique are encouraged to use (or purchase) the *All the Right Type* typing tutor software located on the E-wing network and in The Learning Centre.

It is the student's responsibility to be familiar with the course outline and department manual. Students are expected to check college e-mail twice daily as a minimum.

**OFFICE ADMINISTRATION DETAILED GRADING SHEET – 2009/2010**

<b>ABBREVIATIONS</b>	
Failure to abbreviate properly	-2
<b>APPEARANCE</b>	
Smudges/Wrinkles/Improper assembly/Poor corrections	-2
<b>CAPITALIZATION</b>	
<ul style="list-style-type: none"> <li>▪ Failure to capitalize less obvious words, i.e. the Great Depression</li> <li>▪ Failure to capitalize the first word in a sentence or obvious proper nouns, i.e. Sault Ste. Marie, Robert</li> </ul>	-1/2 -5
<b>COMPOUND WORDS</b> (always use a current dictionary to verify spelling)	
<ul style="list-style-type: none"> <li>▪ Compound nouns (follow no regular pattern e.g. courtyard, court order, court-martial)/ Compound verbs (usually hyphenated or solid e.g. baby-sit, highlight)</li> <li>▪ Compound adjective (e.g. an actor who is well known /a well-known actor)/Prefixes and suffixes (do not use a hyphen to set off a prefix at the beginning of a word or a suffix at the end of a word e.g. <u>post</u>test, <u>nation</u>wide)</li> <li>▪ Sometimes one word, sometimes two words (e.g. anyone/any one, already/all ready)</li> </ul>	-5 -1/2 -2
<b>ENVELOPES</b>	
<ul style="list-style-type: none"> <li>▪ Improper use of case/Street abbreviation not used/Author's name not included</li> <li>▪ Improper format/Placement of address/No postal code or improper placement thereof</li> </ul>	-1/2 -2
<b>FORMAT</b>	
<i>Minor:</i> Consistency of style, format, and punctuation/Improper setup/Missing reference initials/Missing enclosure notation	-2
<i>Major:</i> Incomplete/missing element	-5/-10
<b>GRAMMAR</b>	
Subject and verb agreement/Run-on/Incomplete sentence	-2
<b>MAILABILITY</b>	
Unmailable, e.g. mathematical error, key component missed, etc.	-5
<b>MAJOR ERROR</b>	
Missed line, sentence, or paragraph (or part thereof)	-10
<b>NUMBERS</b>	
Incorrect number usage	-2
<b>POSSESSIVES</b>	
Errors in forming possessives	-2
<b>PROOFREADING</b>	
All proofreading errors	-5
<b>PUNCTUATION</b>	
<ul style="list-style-type: none"> <li>▪ Period, Question Mark, Exclamation Point, Comma, Semicolon, Colon, Dash, Hyphen, Parentheses, Quotation marks, Italics, Underline, Bold, Other Marks of Punctuation, Word Division</li> <li>▪ Punctuation left off at the end of a sentence</li> </ul>	-1/2 -5
<b>SPACING</b>	
Vertical and horizontal spacing	-2
<b>SPELLING/VOCABULARY/SPELL CHECK</b>	
Words misspelled/Errors in vocabulary (e.g. to/too/two)/Forming plurals	-5

\*Marks deducted for each occurrence unless the error is repeated throughout the document.

Updated: February 18, 2010