

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**SAULT STE. MARIE, ONTARIO**



**SAULT  
COLLEGE**

**CICE COURSE OUTLINE**

**COURSE TITLE:** Advanced Document Production Two

**CODE NO. :** OAD101 **SEMESTER:** Winter  
**MODIFIED CODE:** OAD0120

**PROGRAM:** Office Administration - Executive (Accelerated)

**AUTHOR:** Sheree Wright  
**MODIFIED BY:** Amy Peltonen, Learning Specialist CICE Program

**DATE:** Jan. 2011 **PREVIOUS OUTLINE DATED:**

<b>APPROVED:</b>	“Angelique Lemay”	Jan. 2011
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	<b>CHAIR, COMMUNITY SERVICES</b>	<b>DATE</b>

**TOTAL CREDITS:** 6

**PREREQUISITE(S):** COM116/COM0116/OAD001

**HOURS/WEEK:** 10 HOURS/7 WEEKS

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**I. COURSE DESCRIPTION:**

This course is designed to build on the CICE students basic skills in word processing, document formatting, 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 CICE student along with the assistance of a Learning Specialist, will demonstrate the basic ability to:

1. Keyboard at a minimum speed to be determined by the instructor (18 w.p.m.) 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 the Learning Specialist's supervision.

2. 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 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.
- 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.
- Display a fundamental ability to use the software's database feature to prepare and rearrange lists automatically.

- Perform simple 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:

- Be familiar with formatting and enhancing standard business documents, i.e. letters, reports, minutes, etc., according to current style manuals.
- Design a business logo.
- Be familiar with formatting 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.

C. Potential Elements of the Performance for Producing Accurate Work:

- With the assistance of the Learning Specialist, proofread completed documents noting and correcting errors in spelling, grammar, and content.

### 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 Keyboarding Skills (18 w.p.m. – 98 percent accuracy)
2. Using Word Processing/Spreadsheets Software (Microsoft Word and Excel) to Complete Office Documentation.
3. Applying Document Formatting for the Office.
4. 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.

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

Two CDs or two memory sticks.

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

Two Tests:

Test #1 – (Par Fore)	<b>40%</b>
Test #2 – (Par Fore)	<b>40%</b>
Daily Work for Simulation (including proofreading skills)	<b>15%</b>
Timed Writings	<b>5%</b>
<b>TOTAL</b>	<b>100%</b>

**Grading System for Timed Writings:**

18 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:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	3.00
B	70 - 79%	2.00
C	60 - 69%	1.00
D	50 – 59%	0.00
F (Fail)	49% and below	
CR (Credit)	Credit for diploma requirements has been awarded.	

S	Satisfactory achievement in field /clinical placement or non-graded subject area.
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 requirements for a course.
NR	Grade not reported to Registrar's office.
W	Student has withdrawn from the course without academic penalty.

***NOTE: Mid Term grades are provided in theory classes and clinical/field placement experiences. Students are notified that the midterm grade is an interim grade and is subject to change.***

## **VI. SPECIAL NOTES:**

### 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.

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

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.

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.

Late Assignments:

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.

**CICE Modifications:****Preparation and Participation**

1. A Learning Specialist will attend class with the student(s) to assist with inclusion in the class and to take notes.
2. Students will receive support in and outside of the classroom (i.e. tutoring, assistance with homework and assignments, preparation for exams, tests and quizzes.)
3. Study notes will be geared to test content and style which will match with modified learning outcomes.
4. Although the Learning Specialist may not attend all classes with the student(s), support will always be available. When the Learning Specialist does attend classes he/she will remain as inconspicuous as possible.

**A. Tests may be modified in the following ways:**

1. Tests, which require essay answers, may be modified to short answers.
2. Short answer questions may be changed to multiple choice or the question may be simplified so the answer will reflect a basic understanding.
3. Tests, which use fill in the blank format, may be modified to include a few choices for each question, or a list of choices for all questions. This will allow the student to match or use visual clues.
4. Tests in the T/F or multiple choice format may be modified by rewording or clarifying statements into layman's or simplified terms. Multiple choice questions may have a reduced number of choices.

**B. Tests will be written in CICE office with assistance from a Learning Specialist.*****The Learning Specialist may:***

1. Read the test question to the student.
2. Paraphrase the test question without revealing any key words or definitions.
3. Transcribe the student's verbal answer.
4. Test length may be reduced and time allowed to complete test may be increased.

**C. Assignments may be modified in the following ways:**

1. Assignments may be modified by reducing the amount of information required while maintaining general concepts.
2. Some assignments may be eliminated depending on the number of assignments required in the particular course.

***The Learning Specialist may:***

1. Use a question/answer format instead of essay/research format
2. Propose a reduction in the number of references required for an assignment
3. Assist with groups to ensure that student comprehends his/her role within the group
4. Require an extension on due dates due to the fact that some students may require additional time to process information
5. Formally summarize articles and assigned readings to isolate main points for the student
6. Use questioning techniques and paraphrasing to assist in student comprehension of an assignment

**D. Evaluation:**

Is reflective of modified learning outcomes.