



COURSE OUTLINE: OAD125 - ADV DOCUMENT PRODUCT

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Course Code: Title	OAD125: ADVANCED DOCUMENT PRODUCTION
Program Number: Name	2086: OFFICE ADMIN-EXEC
Department:	OFFICE ADMINISTRATION
Semesters/Terms:	20W
Course Description:	This course is designed to provide the student with advanced-level skills in word processing and document formatting with an emphasis on developing 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, spreadsheet, and editing/proofreading skills.
Total Credits:	5
Hours/Week:	9
Total Hours:	63
Prerequisites:	OAD113, OAD115
Corequisites:	There are no co-requisites for this course.
This course is a pre-requisite for:	OAD127, OAD209, OAD302
Vocational Learning Outcomes (VLO's) addressed in this course:	2086 - OFFICE ADMIN-EXEC
Please refer to program web page for a complete listing of program outcomes where applicable.	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.



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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

Other Course Evaluation & Assessment Requirements: Note: The Office Administration grading scheme will be followed for tests and assignments submitted as part of the OAD125 course.

Books and Required Resources:
 Pathways: Simulation for Word Processing: Par Fore by Eisch & Voiers
 Publisher: Nelson
 ISBN: 0538687673
 (May be a custom publication)

 The Gregg Reference Manual by Sabin, Millar, Strashok, and Gardner
 Publisher: McGraw-Ryerson Edition: 9
 ISBN: 9780071051156
 Canadian Edition

 Student's Oxford Canadian Dictionary
 Publisher: Oxford Press Edition: 2
 ISBN: 9780195427158

Course Outcomes and Learning Objectives:

Course Outcome 1	Learning Objectives for Course Outcome 1
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, envelopes, labels, memos, emails, reports, tables, etc.) 1.4 Proofread using a variety of techniques and use standard proofreaders' marks to note corrections. 1.5 Identify and correct spelling and typographical errors with the assistance of an up-to-date Canadian dictionary and software spelling checker 1.6 Detect and correct inconsistencies to use correct grammar, syntax, spelling, and punctuation .

Course Outcome 2	Learning Objectives for Course Outcome 2
2. Apply problem-solving and multi-tasking skills to reinforce the technical skills required for a fast-paced office environment.	<p>2.1 Prepare, review, and edit written communication.</p> <p>2.2 Prepare internal and external communications for distribution using appropriate formatting and proofreading techniques to meet quality standards.</p> <p>2.3 Create and complete a variety of forms, including online forms, to record communications and support the flow of information.</p> <p>2.4 Produce documents that comply with industry formatting standards and the organization's branding guidelines.</p> <p>2.5 Prepare complex documents, spreadsheets, letters, and reports, along with other business documents such as agendas, minutes, income statements, etc., according to current style manuals and using a variety of software and equipment.</p> <p>2.6 Convert draft information from electronic and paper sources into final-form business documents.</p> <p>2.7 Meet deadlines for the production of documents, spreadsheets, and reports.</p>
Course Outcome 3	Learning Objectives for Course Outcome 3
3. Utilize information processing software, including word processing and spreadsheet applications, to produce accurate, computer-generated business documents.	<p>3.1 Create and edit text-simple edits, as well as move, cut, copy, and paste.</p> <p>3.2 Create, design, and edit tables.</p> <p>3.3 Use graphic images in documents.</p> <p>3.4 Adjust font type and font size.</p> <p>3.5 Work with automatic bullets and outlining.</p> <p>3.6 Use merge features to generate letters and directories.</p> <p>3.7 Format long documents-end-of-page control, page numbering, headers and footers, footnotes, etc.</p> <p>3.8 Use the software's database feature to prepare and rearrange lists automatically.</p> <p>3.9 Perform calculations using either Word or Excel.</p> <p>3.10 Create labels.</p> <p>3.11 Use the spell check feature.</p> <p>3.12 Integrate Excel with Word.</p> <p>3.13 Manage files and utilize folders.</p> <p>3.14 Design a business logo.</p> <p>3.15 Format tables by adding borders and shading, changing column widths, aligning text, inserting and deleting rows, splitting and merging cells, etc.</p> <p>3.16 Format envelopes and labels according to Canada Post standards.</p> <p>3.17 Format outlines.</p> <p>3.18 Format columns.</p>

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Completion of Gregg Reference Material Weekly Homework Exercises	5%
Daily Work for Simulation	10%
Proofreading/Editing Quiz	5%



	Test 1	40%
	Test 2	40%

Date: June 19, 2019

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