



COURSE OUTLINE

OAD0125

Prepared: Amy Peltonen Approved: Sherri Smith

Course Code: Title	OAD0125: ADVANCED DOCUMENT PRODUCTION				
Program Number: Name	1120: COMMUNITY INTEGRATN				
Department:	C.I.C.E.				
Semester/Term:	18W				
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				
Essential Employability Skills (EES):	<p>#1. Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.</p> <p>#2. Respond to written, spoken, or visual messages in a manner that ensures effective communication.</p> <p>#3. Execute mathematical operations accurately.</p> <p>#5. Use a variety of thinking skills to anticipate and solve problems.</p> <p>#6. Locate, select, organize, and document information using appropriate technology and information systems.</p> <p>#7. Analyze, evaluate, and apply relevant information from a variety of sources.</p> <p>#10. Manage the use of time and other resources to complete projects.</p> <p>#11. Take responsibility for ones own actions, decisions, and consequences.</p>				
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.				
Evaluation Process and Grading System:	<table border="1"> <thead> <tr> <th>Evaluation Type</th> <th>Evaluation Weight</th> </tr> </thead> <tbody> <tr> <td>Completion of Gregg Reference Material Weekly Homework</td> <td>5%</td> </tr> </tbody> </table>	Evaluation Type	Evaluation Weight	Completion of Gregg Reference Material Weekly Homework	5%
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	Exercises	
	Daily Work for Simulation	10%
	Proofreading/Editing Quiz	5%
	Test 1	40%
	Test 2	40%

Books and Required Resources:

Pathways: Simulation for Word Processing: Par Fore by Eisch & Voiers
 Publisher: South-Western Educational Publishing
 ISBN: 0538687673
 (May be a custom publication)

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

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

Course Outcomes and Learning Objectives:

Upon successful completion of this course, the CICE student, with the assistance of a Learning Specialist will acquire varying levels of skill development relevant to the following learning outcomes:

Course Outcome 1.

Use 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.

Learning Objectives 1.

- Locate information quickly in the Gregg Reference Manual.
- Apply correct usage of punctuation and grammar in business documents by referencing rules in the Gregg Reference Manual affecting:
 - o Punctuation marks (period, question mark, exclamation point, comma, semicolon, colon,



COURSE OUTLINE

OAD0125

3

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- dash, parentheses, quotation mark, and apostrophe)
- o Marks for emphasis (italics, underlining, all capitals, ellipsis marks, asterisk, diagonal, brackets, etc.)
- o Capitalization
- o Numbers
- o Abbreviations
- o Plurals and possessives
- o Compound words
- o Subjects, verbs, pronouns, adjectives, adverbs, negatives, prepositions
- o Sentence construction/writing mechanics
- o Word division
- o Word usage
 - Identify and correct errors in business formats (letters, envelopes, labels, memos, emails, reports, tables, etc.).
 - Identify and correct spelling and typographical errors with the assistance of an up-to-date Canadian dictionary and software spelling checker.
 - Detect and correct inconsistencies.
 - Proofread documents and use standard proofreaders' marks to note corrections.

Course Outcome 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.

Learning Objectives 2.

In regards to Word Processing:

- Compose, edit, and produce general correspondence.
- Create and edit text—simple edits, as well as move, cut, copy, and paste.
- Create, design, and edit 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.
 - Use the software's database feature to prepare and rearrange lists automatically.



COURSE OUTLINE

OAD0125

4

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- Perform calculations using either Word or Excel.
- Create labels.
- Use the spell check feature.
- Integrate Excel with Word.
- Manage files and utilize folders.

In regards to document formatting:

- Format and enhance standard business documents, i.e. letters, reports, agendas, minutes, income statements, 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.

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. Further modifications may be required as needed as the semester progresses based on individual student(s) abilities and must be discussed with and agreed upon by the instructor.

B. 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



COURSE OUTLINE

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number of choices.

C. 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.

D. 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

E. Evaluation:

Is reflective of modified learning outcomes.

NOTE: Due to the possibility of documented medical issues, CICE students may require alternate methods of evaluation to be able to acquire and demonstrate the modified learning outcomes

Date:

Wednesday, September 6, 2017

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



COURSE OUTLINE

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6



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