



COURSE OUTLINE

OAD125

1

Prepared: Sheree Wright and Amy Peltonen Approved: Sherri Smith

Course Code: Title	OAD125: ADVANCED DOCUMENT PRODUCTION
Program Number: Name	2086: OFFICE ADMIN-EXEC
Department:	OFFICE ADMINISTRATION
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
Prerequisites:	OAD113, OAD115
This course is a pre-requisite for:	OAD127, OAD209, OAD302
Vocational Learning Outcomes (VLO's): Please refer to program web page for a complete listing of program outcomes where applicable.	#2. Manage the scheduling, coordination and organization of administrative tasks and workflow within specific deadlines and according to set priorities. #3. Coordinate the collection, analysis, distribution and response to communications in the workplace to facilitate the flow of information. #7. Prepare and produce a variety of business documents using available technologies and applying industry standards.
Essential Employability Skills (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. #2. Respond to written, spoken, or visual messages in a manner that ensures effective communication. #3. Execute mathematical operations accurately. #5. Use a variety of thinking skills to anticipate and solve problems. #6. Locate, select, organize, and document information using appropriate technology and information systems.



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2

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#7. Analyze, evaluate, and apply relevant information from a variety of sources.
#10. Manage the use of time and other resources to complete projects.
#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.

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%

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:

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.



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3

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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, 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 regard 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



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- 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

In regard 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

Date:

Wednesday, August 30, 2017

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