



## **Department of Business and Office Administration**

### **COURSE OUTLINE – FALL 2019**

**OA1065 A2 WORD CORE 3 (3-0-1.5) 67.5 HOURS, 15 Weeks**

**TUESDAY, THURSDAY, FRIDAY 8:30 – 9:50 a.m. Room A313**

**Instructor** Dawn Greig

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**Office** C203

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**Office Hours** Tu/Th 11:30 am-1:00 pm  
or anytime by appointment

#### **CALENDAR DESCRIPTION:**

This course focuses on the core skills necessary for production of professional business documents. Students will learn Word core level skills including: creating, printing, and editing documents, formatting characters, paragraphs, documents and sections; maintaining documents; writing tools; manipulating tabs and text within documents; merging; and special format characters.

#### **PREREQUISITE(S)/COREQUISITE:**

NONE

#### **REQUIRED TEXT AND MATERIALS**

1. Rutkowsky, Nita, *Benchmark Series: Microsoft Word 2016 Level 1- Text and Workbook*
2. Formatting Guide (in house)

**DELIVERY MODE(S):** Lecture, Lab

#### **CREDIT/CONTACT HOURS:**

67.5 contact hours

## **COURSE OBJECTIVES:**

The course will teach students to:

- Access and apply a variety of resources and methods to successfully perform proficiency skill sets in MS Word to produce business documents.
- Communicate knowledge of MS Word.
- Transfer knowledge and skills to other computer software programs
- Use MS Word to produce finished documents in accordance with business standards for timely completion, correctness of content and format, professional appearance and creativity.
- Evaluate and judge the correctness, completeness and effectiveness of the documents they create before submitting for grades
- Accept responsibility for backup routines and preventive maintenance routines
- Maintain organization by creating and maintaining an electronic file system that stores documents in folders named to display organization. A good system will enable document recovery with 30 seconds.
- Consistently code documents with the file name and path in the footer of each document (see formatting guide).
- Accept that unexpected problems will arise from the use of computers and endeavor to resolve those problems in a professional manner.
- Exhibit ethical behavior with respect to copyright on software, confidentiality, privacy of documents on screen and sharing of files and information.

## **LEARNING OUTCOMES:**

After successfully completing a course, students will be able to

### **Chapter 1: Preparing a Word Document**

Upon successful completion of Chapter 1, you will be able to:

- Open Microsoft Word
- Create, save, name, print, and close a Word document
- Create a new document
- Open a saved document
- Save a document with Save As
- Close Word
- Edit a document
- Moving the insertion point to a specific line or page
- Moving the insertion point with the keyboard
- Resuming reading or editing in a document
- Select text in a document
- Use the Undo and Redo buttons
- Use the Help feature

## Chapter 2: Formatting Characters and Paragraphs

Upon successful completion of Chapter 2, you will be able to:

- Applying font formatting
- Choosing a typestyle
- Choosing a font effect
- Applying formatting using keyboard shortcuts
- Formatting with the Mini Toolbar
- Applying font formatting using the front dialogue box
- Change fonts and font effects
- Apply styles from style sets
- Apply themes
- Customize style sets and themes
- Change the alignment of text in paragraphs
- Indent text in paragraphs
- Increase and decrease spacing before and after paragraphs
- Repeat the last action
- Automate formatting with Format Painter
- Change line spacing in a document
- Apply numbering and bullet formatting to text
- Reveal formatting
- Compare formatting

## Chapter 3 Customizing Paragraphs

Upon successful completion of Chapter 3, you will be able to:

- Apply numbers and bullets
- Create numbered lists
- Create bulleted lists
- Insert paragraph borders and shading
- Sort paragraph text
- Set, delete, and move tabs on the horizontal ruler and at the Tabs dialog box
- Delete, cut, copy, and paste text within a document
- Copy and paste text between documents

## Chapter 4 Formatting Pages Proofing Documents

Upon successful completion of Chapter 5, you will be able to:

- Change document view
- Display a document in draft view
- Display a document in read mode view
- Change the display percentage

- Change ribbon display options
- Navigate using the navigation pane
- Change page set-up
- Change margins
- Change page orientation
- Chapter paper size
- Change margins at the page setup dialogue box
- Insert and remove a page break
- Insert and remove a blank page
- Insert and remove a cover page
- Insert and remove page numbers
- Insert predesigned headers and footers
- Remove a header or footer
- Edit a predesigned header or footer
- Format the page background
- Insert a watermark
- Apply a page background color
- Insert a page border
- Change page border options
- Find and replace text and formatting
- Find and replace text
- Define search parameters
- Find and replace formatting

## Chapter 5 Applying Formatting and Inserting Objects

Upon successful completion of Chapter 5, you will be able to:

- Insert a section break
- Format text into columns
- Create columns with the columns dialogue box
- Remove column formatting
- Insert a column break
- Balance columns on a page
- Hyphenate words automatically and manually
- Create a drop cap
- Insert symbols and special characters
- Use the click and type feature
- Align text vertically
- Insert and format images
- Insert an image
- Customize and format an image
- Size an image
- Move an image

- Insert an on-line image
- Insert a text box
- Insert a predesigned text box
- Format a text box
- Draw and format a text box
- Draw shapes
- Copy shapes
- Draw and format a text box
- Create and modifying WordArt
- Create and insert a Screenshot

## **Chapter 6 Maintaining Documents and Print envelopes and Labels**

Upon successful completion of Chapter 6, you will be able to:

- Maintain Documents
- Use print screen
- Create a folder
- Rename a folder
- Select documents
- Delete documents
- Copy and move documents
- Rename documents
- Delete a folder
- Open multiple documents
- Change dialogue box view
- Save in a different format
- Work with Windows
- Arrange windows
- Maximize, restore, and Minimize documents
- Split a window
- View documents side by side
- Open a new window
- Insert a file
- Preview and print
- Preview pages
- Print specific text and pages
- Create and print envelopes
- Create and print labels
- Create mailing labels with different names and addresses
- Change label options
- Create mailing labels with the same name and address
- Create mailing labels with an image
- Create a document using a template

## **Chapter 7 Creating Tables and SmartArt**

Upon successful completion of Chapter 7, you will be able to:

- Create a table
- Enter text in a cell
- Move the insertion point within a table
- Use the insert table dialog box
- Change a table design
- Select cells in a table with a Mouse or Keyboard
- Change the table layout
- Select with the select button
- View gridlines
- Insert and delete rows and columns
- Merge and split cells and tables
- Customize cell size
- Change cell alignment
- Repeat a header row
- Change cell margin measurements
- Change cell direction
- Change table alignment and dimensions
- Change table size with the resize handle
- Move a table
- Convert text to a table and a table to text
- Draw a table
- Insert quick table
- Perform calculations in a table
- Insert an Excel spreadsheet
- Create SmartArt
- Insert and format a SmartArt graphic
- Arrange and move a SmartArt graphic
- Create an organizational chart with SmartArt

## **Chapter 8 Merging Documents**

Upon successful completion of Chapter 8, you will be able to:

- Create and merge a main document and a data source file
- Merge files to create envelopes, labels, and directories
- Edit main documents and data source files
- Insert additional fields
- Merge a main document with other data sources
- Use the Mail Merge wizard to merge documents

- Create and edit memos, letters, flyers, announcements, and reports of varying complexity
- Apply appropriate formatting elements and styles to a range of document types
- Add graphics and other visual elements to enhance written communication
- Plan, research, write, revise, and publish documents to meet specific information needs
- Given a workplace scenario requiring a written solution, assess the communication purpose and then prepare the materials that achieve the goal efficiently and effectively

### **Business Document Formatting**

Upon successful completion of the course, students will be able to correctly format, from rough draft and under a timed deadline, business documents including:

- Interoffice Memorandum
- Full Block and Semi-Block Letters
- Envelopes
- Labels
- Tables

### **COURSE POLICY**

Assignments are due on the dates set by instructor. Late assignments **will not be** accepted.

- Assignments are to be printed and submitted in your assignment folder, as well as uploaded to the chapter assignment link **before class** on the due date
- Examinations will be completed in class and during the final exam time. No make ups for missed exams.
- Academic honesty: please refer to page 44 of your College Calendar
- All course assignments must be completed and marked in order to attempt the Unit tests, Formatting tests and Final Exam.
- All assigned work and exams must be completed in order to get a passing grade in the course.

### **TRANSFERABILITY:**

**\*Warning:** Although we strive to make the transferability information in this document up-to-date and accurate, **the student has the final responsibility for ensuring the transferability of this course to Alberta Colleges and Universities.** Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at Alberta Transfer Guide main page <http://www.transferalberta.ca> or, if you do not want to navigate through few links, at <http://alis.alberta.ca/ps/tsp/ta/tbi/onlineSearch.html?SearchMode=S&step=2>

- \*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. **Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

**EVALUATIONS:** Assignments and testing materials are practical and are hands on work that is expected to be completed on time.

Assignments including: Weekly Assessments	25%
Unit Tests:	
Unit 1 Test	15%
Unit 2 Test	15%
Letters & Memos Assignment	5%
Table Production Assignment	5%
Mini Production Quizzes	5%
Final Exam	30%
TOTAL	100%

In order to receive credit for Business Administration and Office Administration first year courses, **you must achieve 50 percent on the final examination or final project**, and a course composite grade of at least D (50%).

Grades will be assigned on the Letter Grading System.

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

### **GRADING CRITERIA:**

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100		C+	2.3	67-69
A	4.0	85-89		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

- Each assignment is graded out of a possible mark of 10. 2 marks are deducted for each format, spelling, punctuation or other error. **All assigned work must be completed in order to qualify to write tests and exams and in order to get a grade in this course.**

**STUDENT RESPONSIBILITIES:**

Refer to [https://www.gprc.ab.ca/files/forms\\_documents/StudentRightsandResponsibilities.pdf](https://www.gprc.ab.ca/files/forms_documents/StudentRightsandResponsibilities.pdf)

**\*\*Note:** all Academic and Administrative policies are available at







<https://www.gprc.ab.ca/about/administration/policies/>

**STATEMENT ON PLAGIARISM AND CHEATING:**








Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <http://www.gprc.ab.ca/about/administration/policies/>







**\*\*Note:** all Academic and Administrative policies are available on the same page.







## COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Reading and Assignments	Requirements Due
<b>Week 1&amp;2</b> Sept 5-13	<p>  Carefully Read to Understand:           <ul style="list-style-type: none"> <li>o Course Welcome</li> <li>o Course Outline</li> <li>o Course Schedule</li> </ul> </p> <p>  Create Word Folder on H: drive         </p> <p>  Copy to your Hard Disk Drive H: all data files from Word 2016 text Student Data Files         </p> <p>  Read text Introduction and Getting Started         </p> <p><b>UNIT 1 EDITING AND FORMATTING DOCUMENTS</b></p> <p>  <b>CHAPTER 1 – PREPARING A WORD DOCUMENT</b> <ul style="list-style-type: none"> <li>o Do all Multipart Projects (1-6) and <b>upload to the Chapter 1 Moodle Link</b></li> <li>o <b>PRINT &amp; SUBMIT</b> for grading the Chapter 1 Assignment in Moodle. <b>Upload to the Chapter 1 Moodle link.</b></li> </ul> </p>	<p>  <b>CHAPTER 1 CHAPTER ASSESSMENTS</b> </p> <p> <a href="#">Due September 17<sup>th</sup> at the beginning of class</a> </p>



Week	Reading and Assignments	Requirements Due
<b>Week 3</b> Sept17-20	 <b>CHAPTER 2 – FORMATTING CHARACTERS AND PARAGRAPHS</b> <ul style="list-style-type: none"> <li>Do all Multipart Projects (1-4) and <b>Upload to Moodle link</b></li> <li><b>PRINT &amp; SUBMIT</b> for grading the Chapter 2 Assignment in Moodle. <b>Upload to the Chapter 2 Moodle link.</b></li> </ul>	 <b>CHAPTER 2 CHAPTER ASSIGNMENTS</b> Due September 24th at the beginning of class
<b>Week 4</b> Sept24-27  <b>Week 5</b> Oct 1-4	 <b>CHAPTER 3 – CUSTOMIZING PARAGRAPHS</b> <ul style="list-style-type: none"> <li>Do all Multipart Projects (1-7), <b>Upload to Moodle Link.</b></li> <li><b>PRINT &amp; SUBMIT</b> for grading the Chapter 3 Assignment. <b>Upload the Chapter 3 Moodle link.</b></li> </ul> <b>BUSINESS LETTERS &amp; Memos – Extra Assignments</b> <ul style="list-style-type: none"> <li>Reference Formatting Guide and extra resources on Moodle-<b>SUBMIT Letters in specified format.</b></li> </ul>  <b>BUSINESS LETTERS &amp; MEMOS – Quiz</b> <ul style="list-style-type: none"> <li>Reference Formatting Guide and Moodle Readings --Quiz on Tuesday Oct 8<sup>th</sup>.</li> </ul>	 <b>CHAPTER 3 CHAPTER ASSIGNMENTS</b> Due Oct. 1 <sup>st</sup> the beginning of class  <b>BUSINESS LETTERS</b> Due October 8th at the beginning of class
<b>Week 6</b> Oct 8-11  <b>Week 7</b> October 15-18	 <b>CHAPTER 4 – FORMATTING PAGES</b> <ul style="list-style-type: none"> <li>Do all Multipart Projects (1-6), <b>Upload to Moodle Link</b></li> <li><b>PRINT &amp; SUBMIT</b> for grading the Chapter 4 Assignment. <b>Upload to the Chapter 4 Moodle link</b></li> </ul> <b>UNIT 1 Test (Chapters 1 – 4)</b>	 <b>CHAPTER 4 CHAPTER ASSIGNMENT</b> Due October 15th at the beginning of class  <b>Unit 1 Test on Thurs 17th – Friday 18<sup>th</sup></b>

Week	Reading and Assignments	Requirements Due
	<p><b>on Thurs 17th – Friday 18th</b>  <b>(Tuesday Oct 15th: in class review of Chapters 1-4, Business Letters &amp; Memos)</b></p>	
<b>Week 8</b> <b>October</b> <b>22-25</b>	<p><b>UNIT TWO ENHANCING AND CUSTOMIZING DOCUMENTS</b></p> <p> <b>CHAPTER 5 – PROOFING DOCUMENTS</b></p> <ul style="list-style-type: none"> <li>Do all Multipart Projects (1-5), <b>Upload to Moodle Link</b></li> <li><b>PRINT &amp; SUBMIT</b> for grading the Chapter 5 Assignment in Moodle.</li> </ul> <p><b>Upload to the Chapter 5 Moodle link</b></p>	<p> <b>CHAPTER 5 – PROOFING DOCUMENTS &amp; MEMO ASSIGNMENT</b></p> <p>Due October 29th at the beginning of class</p>
<b>Week 9</b> Oct 29- Nov 1	<p> <b>CHAPTER 6 – MAINTAINING DOCUMENTS AND PRINTING ENVELOPES AND LABELS</b></p> <ul style="list-style-type: none"> <li>Do all Multipart Projects (1-5), <b>Upload to Moodle Link</b></li> <li><b>PRINT &amp; SUBMIT</b> for grading the Chapter 6 Assignment. <b>Upload to the Chapter 6 Moodle link</b></li> </ul>	<p> <b>CHAPTER 6 – MAINTAINING DOCUMENTS AND PRINTING ENVELOPES AND LABELS</b></p> <p>Due Tuesday November 5th at the beginning of class</p>
<b>Week 10</b> Nov 5-7  <b>Fall Break</b> <b>Nov 8</b>	<p> <b>CHAPTER 7 – CREATING TABLES AND SMARTART</b></p> <ul style="list-style-type: none"> <li>Do all Multipart Projects (1-6), <b>Upload to Moodle</b></li> <li><b>PRINT &amp; SUBMIT</b> for grading the Chapter 7 Assignment. <b>Upload to the Chapter 7 Moodle link</b></li> </ul>	<p> <b>CHAPTER 7 – CREATING TABLES AND SMARTART</b></p> <p>Due Thursday November 14th at the beginning of class</p>

Week	Reading and Assignments	Requirements Due
<p><b>Week 11</b> <b>Nov 14-15</b></p> <p><b>FALL BREAK</b> <b>Nov 11 - 12</b></p>	<p> <b>TABLES PRODUCTION ASSIGNMENT</b></p> <ul style="list-style-type: none"> <li>Complete the table production assignment <b>PRINT &amp; SUBMIT</b> for grading and upload to the Tables Production link in Moodle</li> </ul>	<p>Tables Assignment Assignments Due November 19th at the beginning of class</p> <p><b>Tables Quiz Nov 19<sup>th</sup></b></p> <p> <b>SIGN UP FOR YOUR MOS PRACTICE TEST WITH GRACE (PICK A DATE DURING THE WEEK OF 26-29)</b></p>
<p><b>Week 12</b> November 19-22</p> <p><b>Week 13</b> Nov 26-29</p>	<p> <b>CHAPTER 8 – MERGING DOCUMENTS</b></p> <ul style="list-style-type: none"> <li>Do all Multipart Projects (1-8), <b>Upload to Moodle Link</b></li> <li><b>PRINT &amp; SUBMIT</b> for grading the Chapter 8 Assignment. <b>Upload to the Chapter 8 Moodle link</b></li> </ul> <p> <b>Unit 2 Test Thurs Nov 28<sup>th</sup> &amp; Nov 29<sup>th</sup></b></p> <ul style="list-style-type: none"> <li>Chapters 5-8 &amp; Tables Review: Nov 26<sup>th</sup></li> <li>Unit Two Test: Thurs Nov 28<sup>th</sup> &amp; Nov 29<sup>th</sup></li> </ul>	<p> <b>CHAPTER 8 – MERGING DOCUMENTS</b></p> <p>Assignments Due November 26<sup>th</sup> at the beginning of class</p> <p>Nov 26<sup>th</sup> In Class Review</p> <p>Unit Two Test: Nov 28<sup>th</sup> &amp; 29<sup>th</sup> (in class)</p>
<p><b>Week 14</b> Dec 3-6</p>	<p> <b>FINAL EXAM – PRODUCTION EXAM</b></p> <ul style="list-style-type: none"> <li>This will be a closed book, multi-production exam beginning this last week of classes and is completed during the 3 hour exam time set by the Registrar's Office</li> </ul>	<p>We will begin our final exam on December 3<sup>rd</sup>, You will have <u>three class periods and the 3-hour exam time set by the registrar's Office during exam week</u></p>