



Department of Business and Office Administration

COURSE OUTLINE – FALL 2020

OA1065 A2 WORD LEVEL I 3 (3-0-1.5) 67.5 HOURS, 15 Weeks

TUESDAY & THURSDAY 10:00 – 11:20 am

WEDNESDAY 1:00 – 2:20 pm

Instructor Dawn Greig

Phone 539-2873 (office)

Office M/W 10-11:30 am

Hours or anytime by appointment

E-mail DGreig@gprc.ab.ca

FALL 2020 DELIVERY: Remote Delivery. This course is delivered remotely. There are no face-to-face or onsite requirements. Students must have a computer with a webcam and reliable internet connection. Technological support is available through helpdesk@gprc.ab.ca.

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

Benchmark Series Microsoft Word 365 Levels 1 by Rutkosky/Roggenkamp/Rutkosky, ©
Paradigm Publishing, LLC (textbook and ebook or just ebook)

Cirrus Training and Assessment account

USB flash drive

GPRC Office Administration Formatting Guide (in house)

DELIVERY MODE(S): Lecture, Lab – remote delivery

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
- Close Word
- Open a document from and pin/unpin a document at the Recent Option list
- Edit a document
- Moving the insertion point within a document
- Scroll within a document

- Select text
- Use the Undo and Redo buttons
- Check spelling and grammar
- Use the Tell Me and Help features

Chapter 2: Formatting Characters and Paragraphs

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

- Change the font and font size and choose font effects
- Format selected text with buttons on the mini tool bar
- Apply styles from style sets
- Apply Themes
- Customize styles and themes
- Change 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
- Reveal and compare formatting

Chapter 3: Customizing Paragraphs

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

- Apply numbered and bulleted formatting to text
- Apply paragraph borders and shading
- Sort paragraph text
- Set, clear, and move tabs on the horizontal ruler and at the Tabs dialog box
- Cut, copy, and paste text in a document
- Use the Paste Option to specify how text is pasted in a document
- Use the Clipboard task pane to copy and paste text within and between documents

Chapter 4: Formatting Pages and Documents

Upon successful completion of Chapter 4, you will be able to:

- Change margins, page orientation and paper size
- Format pages at the Page Setup dialog box
- Insert a page break, blank page, and cover page
- Insert and remove page numbers
- Insert and edit predesigned headers and footers
- Insert a watermark, page background color, and page border
- Insert section breaks
- Create and format text in columns
- Hyphenate words automatically and manually
- Create a drop cap
- Use Click and Type feature
- Vertically align text
- Find and replace text

Chapter 5 Inserting and Formatting Objects

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

- Insert symbols, special characters and the date and time
- Insert, format and customize images, text boxes, shapes and WordArt
- Insert and customize a screenshot
- Insert, format, and modify a SmartArt graphic

Chapter 6: Managing Documents

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

- Change the view of a documents
- Use the learning tools to aid reading and fluency and comprehension
- Change page movement, display percentage, and ribbon display options
- Hide and show white space
- Split a window, view documents side by side, and open a new window
- Insert a file into an open document
- Preview and print specific text and pages in a document
- Prepare and print envelopes and labels
- Create a document using a template
- Save documents in different file formats
- Save a template and open a template using File Explorer

Chapter 7: Creating Tables

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

- Create a table
- Change the table design
- Select cells in a table
- Change the table layout
- Convert text to a table and a table to text
- Draw a table
- Insert a Quick Table
- Perform calculations on data in a table
- Insert an Excel spreadsheet

Chapter 8: Applying and Customizing Formatting

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

- Create and insert custom numbers and bullets
- Create and insert multilevel list formatting
- Specify AutoCorrect exceptions
- Add and deleted AutoCorrect text
- Use the AutoCorrect Options button
- Customizing AutoFormatting
- Create custom theme colors and theme fonts
- Save, apply, edit and delete a custom theme
- Reset the template theme

Business Document Formatting:

Upon successful completion of this 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
- 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

COURSE POLICY

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

- Assignments are to be submitted by uploading to the specified location before the due date and time, after which time uploading will not be permitted.
- Examinations will be completed in class and during the final exam time. No make ups for missed exams.
- Academic honesty: please refer to your College Calendar

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:	
Cirrus Course activities	15%
Weekly Chapter Assessments	25%
TEST & QUIZZES	
Unit 1 Test	15%
Unit 2 Test	15%
FINAL EXAM	30%
TOTAL	100%

Each assignment is graded out of a possible mark of 10. 2 marks are deducted for each format, spelling, punctuation, or other error.

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

STUDENT RESPONSIBILITIES:

Refer to 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:

<u>Week</u>	Reading and Assignments	Requirements Due
Week 1 Sept 2-3	<p>Carefully Read to Understand:</p> <ul style="list-style-type: none"> ○ Course Welcome ○ Course Outline ○ Course Schedule ○ Ensure access to Cirrus online <ul style="list-style-type: none"> ● Create Word Folder on H: drive ● Read text Introduction and Getting Started ● Complete Getting Started activities in Cirrus 	<p>CIRRUS ACTIVITIES: GETTING STARTED</p> <p>Due: Sept 8th at 10 am</p>
Week 2 Sept 8,9,10	<p>UNIT 1: FORMATTING AND CUSTOMIZING DOCUMENTS</p> <p>CHAPTER 1 – PREPARING A WORD DOCUMENT</p> <p>Complete Cirrus Activities:</p> <ul style="list-style-type: none"> ● L1C1 Guide and Practice Tutorials ● L1C1 Knowledge Check ● L1C1 Review and Hands On Assessments: <ul style="list-style-type: none"> ● Skill Assessments 1 & 2 ● Visual Benchmark ● L1C1 Exercises 1-2 ● L1C1 Project Exam ● L1C1 Skills Check Exam <p>Complete Chapter 1 Assignment in Brightspace</p>	<p>CIRRUS ACTIVITIES</p> <p>Due: Thursday Sept 10th at 11:59 pm</p> <p>CHAPTER 1 ASSIGNMENT</p> <p>Due: Thursday Sept 10th at 11:59 pm</p>

Week	Reading and Assignments	Requirements Due
<p>Week 3 Sept 15, 16, 17</p>	<p>CHAPTER 2 – FORMATTING CHARACTERS AND PARAGRAPHS</p> <p>Complete Cirrus Activities:</p> <ul style="list-style-type: none"> • L1C2 Guide and Practice Tutorials • L1C2 Knowledge Check • L1C2 Review and Hands On Assessments: <ul style="list-style-type: none"> • Skill Assessments 1, 2, 3 • Visual Benchmark • L1C2 Exercises 1, 2, 3 • L1C2 Project Exam • L1C2 Skills Check Exam <p>Complete Chapter 2 Assignment in Brightspace</p>	<p>CIRRUS ACTIVITIES Due: Thursday Sept 17th at 11:59 pm</p> <p>CHAPTER 2 ASSIGNMENT Due: Thursday Sept 17th at 11:59 pm</p>
<p>Week 4 Sept 22, 23, 24</p>	<p>CHAPTER 3 – CUSTOMIZING PARAGRAPHS</p> <p>Complete Cirrus Activities:</p> <ul style="list-style-type: none"> • L1C3 Guide and Practice Tutorials • L1C3 Knowledge Check • L1C3 Review and Hands On Assessments: <ul style="list-style-type: none"> • Skill Assessments 1, 2, 3, 5 • Visual Benchmark • L1C3 Exercises 1, 2, 3, 4 • L1C3 Project Exam • L1C3 Skills Check Exam <p>Complete Chapter 3 Assignment in Brightspace</p>	<p>CIRRUS ACTIVITIES Due: Thursday Sept 24th at 11:59 pm</p> <p>CHAPTER 3 ASSIGNMENT Due: Thursday Sept 24th at 11:59 pm</p>

Week	Reading and Assignments	Requirements Due
<p>Week 5 Sept 29, 30 Oct 1</p>	<p>CHAPTER 4 – FORMATTING PAGES AND DOCUMENTS</p> <p>Complete Cirrus Activities:</p> <ul style="list-style-type: none"> • L1C4 Guide and Practice Tutorials • L1C4 Knowledge Check • L1C4 Review and Hands On Assessments: <ul style="list-style-type: none"> • Skill Assessments 1, 2, 3, 4 • Visual Benchmark • L1C4 Exercises 1, 2, 3, 4, 5 • L1C4 Project Exam • L1C4 Skills Check Exam <p>Complete Chapter 4 Assignment in Brightspace</p>	<p>CIRRUS ACTIVITIES Due: Thursday Oct 1st at 11:59 pm</p> <p>CHAPTER 4 ASSIGNMENT Due: Thursday Oct 1st at 11:59 pm</p>
<p>Week 6 Oct 6, 7, 8</p>	<p>BUSINESS LETTERS AND MEMOS</p> <p>Extra Assignments</p> <ul style="list-style-type: none"> ○ Reference Formatting Guide and extra resources in Brightspace-SUBMIT Letters in specified format. 	<p>BUSINESS LETTERS AND MEMOS ASSIGNMENT Due: Friday October 9th at 5 pm</p>
<p>Week 7 Oct 13, 14, 15</p>	<p>NO CLASSES – FALL BREAK</p>	
<p>Week 8 October 20, 21, 22</p>	<p>Unit One Review: Oct 20th</p> <p>Complete Cirrus Activities:</p> <ul style="list-style-type: none"> • Unit 1 Assessment: Project Exam for review purposes • Unit 1 Assessment: Final Skills Check Exam for review purposes <p>UNIT 1 Test (Chapters 1 – 4, Business Letters and Memos)</p>	<p>CIRRUS ACTIVITIES Due: Tues Oct 20th at 11:59 pm</p> <p>Unit 1 Test: Part 1 Oct 21st Unit 1 Test: Part 2 Oct 22nd</p>

Week	Reading and Assignments	Requirements Due
	<ul style="list-style-type: none"> L1C7 Skills Check Exam <p>Complete Chapter 7 Assignment in Brightspace</p>	<p>CHAPTER 7 ASSIGNMENT Due: Thursday Nov 12th at 11:59 pm</p>
<p>Week 12 Nov 17, 18, 19</p>	<p>CHAPTER 8 – APPLYING AND CUSTOMIZING FORMATTING</p> <p>Complete Cirrus Activities:</p> <ul style="list-style-type: none"> L1C8 Guide and Practice Tutorials L1C8 Knowledge Check L1C8 Review and Hands On Assessments: <ul style="list-style-type: none"> Skill Assessments 1, 2, 3, 4 Visual Benchmark L1C8 Exercises 1, 2, 3 L1C8 Project Exam L1C8 Skills Check Exam <p>Complete Chapter 8 Assignment in Brightspace</p>	<p>CIRRUS ACTIVITIES Due: Thursday Nov 19th at 11:59 pm</p> <p>CHAPTER 8 ASSIGNMENT Due: Thursday Nov 19th at 11:59 pm</p>
<p>Week 13 Nov 24, 25, 26</p>	<p>TABLES PRODUCTION ASSIGNMENT</p> <p>Complete the table production assignment in Brightspace</p> <p>Unit Two Review: Nov 26th:</p> <p>Complete Cirrus Activities:</p> <ul style="list-style-type: none"> Unit 2 Assessment: Project Exam for review purposes Unit 2 Assessment: Final Skills Check Exam for review purposes 	<p>TABLES PRODUCTION ASSIGNMENT Due: Wednesday Nov 25th at 2:20 pm (end of class)</p> <p>CIRRUS ACTIVITIES Due: Thursday Nov 26th at 11:59 pm</p>
<p>Week 14 Dec 1, 2, 3</p>	<p>UNIT 2 TEST (Chapters 5 - 8 & Tables)</p> <p>FINAL EXAM – PRODUCTION EXAM BEGINS</p>	<p>Unit 2 Test – Part 1 Dec 1 Unit 2 Test – Part 2 Dec 2</p> <p>Final Exam – Begins Dec 3</p>

Week	Reading and Assignments	Requirements Due
Week 15 Dec 8, 9	<p>FINAL EXAM – PRODUCTION EXAM CONTINUES</p> <ul style="list-style-type: none"> ○ Multi-production exam continues and will conclude during the 3 hour exam time set by the Registrar's Office 	<p>Final Exam continues in class Dec 8 and 9</p>
Final Exam Date: TBA	<p>FINAL EXAM – PRODUCTION EXAM</p> <ul style="list-style-type: none"> ○ Final exam concludes at the end of the 3 hour scheduled exam time set by the Registrar's Office 	<p>Final Exam concludes Date: To Be Announced</p>