



Department of Business and Office Administration

COURSE OUTLINE – FALL 2019

OA 1065 B2 WORD CORE 3 (3-0-1.5) 67.5 HOURS

TUESDAY, THURSDAY, FRIDAY 8:30 – 10 A.M. Room A312

Instructor Cara Leaf

Phone 539-2879(**office**)

Office C411

E-mail Cleaf@gprc.ab.ca

Contact M T 10:00 -11:30

Hours 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
- Merged Business documents

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:	
Weekly Assessments	30%
TEST & QUIZZES	
Unit 1 Test	15%
Unit 2 Test	15%
Mini Production Quizzes	10%
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.

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







<https://www.gprc.ab.ca/about/administration/policies/fetch.php?ID=68/>







**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 5- Sept 13	<p> Carefully Read to Understand:</p> <ul style="list-style-type: none"> ○ Course Welcome ○ Course Outline ○ Course Schedule <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>UNIT 1 EDITING AND FORMATTING DOCUMENTS</p> <p> CHAPTER 1 – PREPARING A WORD DOCUMENT</p> <ul style="list-style-type: none"> ○ Do all Multipart Projects (1-6) and Assessments ○ PRINT & SUBMIT for grading the chapter assignment. Upload a copy to the Chapter 1 Moodle link ○ Chapter 1 Production Quiz 	<p> CHAPTER 1 CHAPTER ASSESSMENTS</p> <p>Due September 17th at the beginning of class</p>

Week	Reading and Assignments	Requirements Due
Week 2 Sept16-20	 CHAPTER 2 – FORMATTING CHARACTERS AND PARAGRAPHS <ul style="list-style-type: none"> Do all Multipart Projects (1-4) and workbook Assessments PRINT & SUBMIT for grading the Chapter 2 assignment Upload a copy to the Chapter 2 Moodle link Chapter 2 Production Quiz 	 CHAPTER 2 CHAPTER ASSIGNMENTS Due September 24th at the beginning of class
Week 3 Sept24-27 Week 4 Oct 1-4	 CHAPTER 3 – CUSTOMIZING PARAGRAPHS <ul style="list-style-type: none"> Do all Multipart Projects (1-7) and workbook Assessments PRINT & SUBMIT for grading the Chapter 3 Assignment Upload a copy to the Chapter 3 Moodle link Chapter 3 Production Quiz BUSINESS LETTERS & Memos – Extra Assignments <ul style="list-style-type: none"> Reference Formatting Guide and extra resources on Moodle-SUBMIT Letters in specified format.  BUSINESS LETTERS & MEMOS – Quiz <ul style="list-style-type: none"> Reference Formatting Guide and Moodle Readings -- 	 CHAPTER 3 CHAPTER ASSIGNMENTS Due Oct.1th at the beginning of class BUSINESS LETTERS Due October 4th at the beginning of class
Week 5 Oct 8-11	 CHAPTER 4 – FORMATTING PAGES <ul style="list-style-type: none"> Do all Multipart Projects (1-6) and workbook Assessments 1-3 as well as Visual Bench Mark 1 PRINT & SUBMIT for grading the Chapter 4 Assignment 	 CHAPTER 4 CHAPTER ASSIGNMENT Due October 15th at the beginning of class

Week	Reading and Assignments	Requirements Due
Week 6 October 15-18	<ul style="list-style-type: none"> ○ Upload a copy to the Chapter4 Moodle link UNIT 1 Test (Chapters 1 – 4)on Tuesday 16th – Thursday18th	Unit 1 Test on Tuesday 15h – Friday 18th (Friday OA 1215 Volunteer Hours)
Week 7 October 22-25	UNIT TWO ENHANCING AND CUSTOMIZING DOCUMENTS  CHAPTER 5 – PROOFING DOCUMENTS <ul style="list-style-type: none"> ○ Do all Multipart Projects (1-5) and workbook Assessments 1-4 ○ PRINT & SUBMIT for grading Chapter 5 Assignment ○ Upload a copy to the Chapter 5 Moodle link 	 CHAPTER 5 – PROOFING DOCUMENTS & MEMO ASSIGNMENT Due October 29 th at the beginning of class
Week 8 Oct 29- Nov1	 CHAPTER 6 – MAINTAINING DOCUMENTS AND PRINTING ENVELOPES AND LABELS <ul style="list-style-type: none"> ○ Do all Multipart Projects (1-5) and workbook Assessments (1-7) ○ PRINT & SUBMIT for grading the Chapter 6 Assignment ○ Upload a copy to the Chapter 6 Moodle link 	 CHAPTER 6 – MAINTAINING DOCUMENTS AND PRINTING ENVELOPES AND LABELS Due Tuesday November 5 th at the beginning of class
Week 9 Nov 5-8	 CHAPTER 7 – CREATING TABLES AND SMARTART <ul style="list-style-type: none"> ○ Do all Multipart Projects (1-6) and workbook Assessments (1-6) ○ PRINT & SUBMIT for grading the Chapter 7 Assignment ○ Upload a copy to the Chapter 7 Moodle link 	 CHAPTER 7 – CREATING TABLES AND SMARTART Ch. 7 Assignments Due November 14 th at the beginning of class

Week	Reading and Assignments	Requirements Due
Week 10 Nov 14-15	 TABLES PRODUCTION ASSIGNMENT <ul style="list-style-type: none"> Complete the table production assignment PRINT & SUBMIT for grading and upload to the Tables Production link in Moodle 	Tables Assignment Assignments Due November 19 at the beginning of class Tables Quiz Friday November 22nd  SIGN UP FOR YOUR MOS PRACTICE TEST WITH GRACE (PICK A DATE DURING THE WEEK OF 26-30
Week 11 November 19-23 Week 12 Nov 26-30	 CHAPTER 8 – MERGING DOCUMENTS <ul style="list-style-type: none"> Do all Multipart Projects (1-8) and workbook Assessments (1-5) PRINT & SUBMIT for grading the Chapter 8 Assignment Upload a copy to the Chapter 8 Moodle link  Unit 2 Test Tuesday November 26th	 CHAPTER 8 – MERGING DOCUMENTS Assignments Due November 26 th at the beginning of class
Week 13-14 Dec 3-6	 FINAL EXAM – PRODUCTION EXAM <ul style="list-style-type: none"> This will be a closed book, multi-production exam beginning this last week of classes and is completed in during the 3 hour exam time set by the Registrar's Office 	We will begin our final exam on the Dec3 rd You will have three class periods and the 3-hour exam time set by the registrar's Office during exam week